



JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 Fax: (304) 725-7916

Web: www.jeffersoncountywv.org

PRESIDENT

Pasha Majdi

COMMISSIONER

Jack Hefestay

COMMISSIONER

Cara Keys

COMMISSIONER

Mike Mood

COMMISSIONER

Steve Stolipher

MEETING AGENDA

JEFFERSON COUNTY COMMISSION

Thursday, March 19, 2026

Commission Town Hall: 5:30 pm

Commission meeting: 6:00 pm

County Commission Meeting Room

393 N. Lawrence Street, Charles Town, WV—please use East Entrance

Zoom Broadcast (live):

<https://us06web.zoom.us/j/85293457403?pwd=Gcpb14WehnoPji8jvAHJSR8ZChnKy r.1>

Meeting ID: 852 9345 7403

Passcode: 787789

The Commission will accept public comments for fifteen minutes at the beginning of each meeting. Should public comment exceed the fifteen-minute threshold, the Commission will hear the remaining public comments after the final agenda item.

Public comments are accepted in person or via email- info@jeffcowv.gov

Town Hall: 5:30 pm

Town Hall Topic: Update on building transition plans

Jefferson County Commission Meeting Agenda: 6:00 pm

I. Call to Order

II. Prayer – Moment of silence

III. Pledge of Allegiance

IV. Pledge of Allegiance to the West Virginia Flag

I pledge allegiance to the flag of West Virginia, which serves as a constant reminder that 'Mountaineers Are Always Free,' which stands as a symbol of her majestic mountains, fertile forests, rich veins of coal, and the pride of her people.

V. Consent Agenda

1. **Approval of Minutes** (pgs. 4-34)

a. March 5, 2026 Regular Meeting DRAFT Minutes

2. Approval of Accounts Payable:

- | | |
|-------------------|---------------|
| a. March 5, 2026 | \$81,386.97 |
| b. March 12, 2026 | \$ 613,107.44 |

3. Approval of Manual Checks:

- | | |
|-------------------|---------------|
| a. March 5, 2026 | \$ 2,208.71 |
| b. March 12, 2026 | \$ 759,802.06 |

4. Approval of Payroll:

- | | |
|----------------------|---------------|
| a. February 27, 2026 | \$ 484,921.20 |
| b. March 13, 2026 | \$ 468,604.04 |

5. Approval of Requisitions: (pg. 35)

- | | |
|-------------------|---------------|
| a. March 19, 2026 | \$ 922,391.35 |
|-------------------|---------------|

6. Approval of Hires

- | | |
|---|--|
| a. Approval to hire-Director of Economic Development-Executive Director
Jefferson County Development Authority | |
|---|--|

VI. Announcements

Please note:

- Draft minutes are included in the meeting packet. Draft meeting minutes are often also available separately online. See both here:
<https://www.jeffersoncountywv.org/find-it-fast/agendas-minutes-and-webcasts>
- Jefferson County Commission spending syncs with West Virginia Checkbook (<https://www.wvcheckbook.gov/>) daily. A complete list of publicly available information, and tutorials on using the site, are available online.

Report if there are changes in the agenda if applicable.

VII. Public Comment

To participate in public comment in person, please sign the public comment sign-in sheet located on the table in the entrance of the room. Please note the agenda item for which you are speaking and your home address.

Please feel free to submit comments via email to info@jeffersoncountywv.org. Your name and any written comments submitted for the record will be included in the minutes.

VIII. Regular Agenda- It is expected that all items will include discussion and possible action

New Business

1. 6:05 pm Nikki Painter, County Clerk's Office **(pgs. 36-45)**
 - 1.1 Poll worker and alternate approval—2026 Primary
2. 6:15 pm Girl Scouts (GSUSA) Jefferson County Service Unit 15-08 (Keys) **(pg. 46)**
3. 6:30 pm Laura Kuhn, director of Fleet and Facilities Management **(pgs.47-56)**
 - 3.1 Request for approval of the Request for Qualifications (RFQ) to solicit a Commercial Real Estate Brokerage Firm for the sale of the County Commission buildings in downtown Charles Town
4. 6:45 pm David Bound, chief financial officer **(pgs. 57-64)**
 - 4.1 Commission Ambulance Fee Exonerations
 - 4.2 Budget Adjustments
 - 4.3 Public Safety and Mental Health Initiative Grant
5. 7:00 pm Boards and Commissions **(pg. 65)**
 - 5.1 Public Hearing: Eastern Panhandle HOME Consortium
6. 7:15 pm Nathan Cochran, Assistant Prosecuting Attorney **(pg. 66)**
 - 6.1 Report by counsel on Jefferson County Commission's options for representation on Charles Town Utility Board and options to increase service to the citizens of Jefferson County.
 - 6.2 Report by counsel on Jefferson County Circuit Court Case No. CC-19-2023-C-221 and consideration of recent developments in the case.
7. 7:20 pm Edwina Benites-LM, county administrator **(pg. 67)**
 - 7.1 WV Legislative Session overview

IX. Additional public comment.**X. Adjourn****CORRESPONDENCE (pgs. 68-98)**

CTUB Meeting Minutes

David Tabb, letter

Gary Towne, email

William Foster, letter

Minutes

Jefferson County Commission

Thursday, March 5, 2026

A meeting of the Jefferson County Commission was held on Thursday, March 5, 2026, during the second quarterly session at 393 N. Lawrence Street, Charles Town, WV at 9:30 am. The meeting was held via Zoom and in-person. Present were President Pasha Majdi, Vice President Cara Keys, Commissioner Steve Stolipher, Commissioner Mike Mood, and Commissioner Jack Hefestay. Also present were Edwina Benites-LM, County Administrator; and Nathan Cochran, Assistant Prosecuting Attorney. The archived meeting of the Thursday, March 5, 2026, meeting is available on the Jefferson County Commission website.

Moment of Silence

Pledge of Allegiance

Pledge of allegiance to the West Virginia flag

V. Consent agenda

1. APPROVAL OF MINUTES

The following items were approved without objection.

- February 17, 2026 BORE DRAFT Minutes
- February 19, Regular Commission Meeting DRAFT Minutes

2. APPROVAL OF ACCOUNTS PAYABLE

The following items were approved without objection:

- Accounts payable for February 19, 2026 \$ 395,119.57
- Accounts payable for February 26, 2026 \$ 926,843.57

3. APPROVAL OF MANUAL CHECKS

The following items were approved without objection:

- Manual checks for February 19, 2026 \$ 477,245.48
- Manual checks for February 26, 2026 \$ 30,535.74

4. APPROVAL OF PAYROLL

The following item was approved without objection:

- Approval of payroll for February 27, 2026 \$ 484,921.20

5. APPROVAL OF REQUISITIONS

- Requisitions for March 5, 2026 \$ 307,340.72

6. APPROVAL OF HIRE

The following item was approved without objection.

- Approval to hire-Fellow-Jefferson County Development Authority

PUBLIC COMMENT:

Public comment was received by:

Ashlee Young

Anne Wandler

Jeff Alan

Carol Blumenthal

Robin Coulter

Christine Wimer

David Tabb

Marie Galperin

PRESENTATIONS

1. Angie Banks, Jefferson County Assessor

Exonerations

Commissioner Keys motioned to approve the exonerations as presented by the assessor. The motion was seconded by Commissioner Hefestay and approved unanimously.

2. Years of Service Awards – March 2026

The following staff was honored for years of service with the county commission:

- Harrison Mariano – 1 year of service with ESA
- Carson Mongold – 1 year of service with ESA
- Andy Beall – 1 year of service with Engineering, Planning & Zoning
- Robin Coulter – 1 year of service with the Sheriff's Tax Office
- Mark Thompson – 5 years of service with the Assessor's office

3. County Clerk Jacki Shadle and Nikki Painter, County Clerk's Office

Commissioner Stolipher motioned to convene as a Fiduciary Review Board. The motion was seconded by Commissioner Mood and approved unanimously.

Reopen the estates of Mary M. Gruber & Claudia Jean Patterson

Commissioner Stolipher motioned to reopen the estates of Mary M. Gruber and Claudia Jean Patterson. The motion was seconded by Commissioner Mood and approved unanimously.

Monthly Review of New Estates, Accountings and Waivers of Final Settlements

Commissioner Stolipher motioned to approve the list of Estates opened, and Accountings and Waivers of Final Settlements received since February 2026. The motion was seconded by Commissioner Keys and approved unanimously.

Petition to Remove Carol S. Blumenthal as Executrix on the Estate of Jo Jacob Miller

Commissioner Stolipher motioned to refer the request to the next available Fiduciary Commissioner. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session. The motion was seconded by Commissioner Mood and approved unanimously.

Change Precinct 34 Voting location from Shepherdstown Elementary to Shepherdstown Middle School

Commissioner Stolipher motioned to move Precinct 34 voting location from Shepherdstown Elementary to Shepherdstown Middle School. The motion was seconded by Commissioner Mood and approved unanimously.

Primary Election Update

The agenda item was informational only. No official action was taken.

Update on County Clerk services available at the new Jefferson County Government Complex

The agenda item was informational only. No official action was taken.

4. Adam Ward, Prosecuting Attorney's Office

Approval to hire-Assistant Prosecuting Attorney-Jefferson County Prosecuting Attorney's Office

Commissioner Stolipher motioned to approve the hiring of Nicholas Matzuff as a full-time exempt Assisting Prosecuting Attorney at a salary of \$120,000.00 to begin working on (or after) March 16, 2026. The motion was seconded by Commissioner Keys and approved unanimously.

5. Tom Hansen, Jefferson County Sheriff's Office

Commissioner Majdi motioned to convene in executive session to receive legal advice. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session. The motion was seconded by Commissioner Hefestay and approved unanimously.

Review and approve revised dog ordinance

Commissioner Mood motioned to table the new Dog Ordinance until the next daytime meeting in April. The motion was seconded by Commissioner Stolipher and approved unanimously.

6. GIS Layer added to pending transmission lines (Keys)

Commissioner Keys motioned to request that GIS work with the newly proposed Goose Neck, Valley Link, or future projects to develop a layer tab to understand the proper impacts for county residents. The motion was seconded by Commissioner Mood and approved (4-0).

7. Boards and Commissions

Approval of bylaws – Jefferson County Emergency Services Council

Commissioner Stolipher motioned to approve the Jefferson County Emergency Services Council bylaws as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

Board of Zoning Appeals

Commissioner Hefestay motioned to table the appointment to the Board of Zoning Appeals. The motion was seconded by Commissioner Keys and approved unanimously.

Eastern Panhandle Transit Authority

Commissioner Hefestay motioned to appoint Jennie Brockman and John Cline to the Eastern Panhandle Transit Authority for 3-year terms ending January 31, 2029. The motion was seconded by Commissioner Stolipher and approved unanimously.

HOME Consortium

Commissioner Hefestay motioned to appoint Amanda Stroud to the HOME Consortium of the Eastern Panhandle for an expired term ending on June 30, 2026. The motion was seconded by Commissioner Keys and approved unanimously.

The Jefferson County Water Advisory Committee

Commissioner Keys motioned to appoint Travis Markley as the staff representative of the Charles Town Utility Board to the Jefferson County Water Advisory Committee for an unexpired term ending July 1, 2028. The motion was seconded by Commissioner Hefestay and approved unanimously.

Recognition of a life of service-Martin Burke, Historic Landmarks Commission

Commissioner Hefestay motioned to recognize Martin Burke with the Pride of Her People Award. The motion was seconded by Commissioner Keys and approved unanimously.

8. Roger Goodwin

DR Horton, INC-Magnolia Springs Phase 2 file # 21-18-SD request for bond reduction

Commissioner Mood motioned to approve the bond reduction as presented. The motion was seconded by Commissioner Stolipher and approved unanimously.

BZA Variance Application Refund Requests

Commissioner Stolipher motioned to approve as presented. The motion was seconded by Commissioner Keys and approved unanimously.

Presentation of Calendar Year 2025 Annual Report for the Office of Impact Fees

Commissioner Stolipher motioned to accept the Calendar Year 2025 Annual Report for the Office of Impact Fees. The motion was seconded by Commissioner Keys and approved unanimously.

Commissioner Stolipher motioned to stay the annual inflationary adjustments to the impact fees as presented. The motion was seconded by Commissioner Keys and approved unanimously.

Presentation of Capital Improvement Plan

Commissioner Stolipher motioned to approve the CIP as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

Landowner petition for a Zoning Map Amendment for Shepherdstown Profit Center, LLC, Shepherdstown District, Map 8, parcel 10.7 containing a total of approximately 2 acres. Request to schedule a Public Hearing and refer the application to the Planning Commission for recommendation on the consistency of the request with the Comprehensive Plan.

Commissioner Keys motioned to schedule a public hearing on April 16, 2026 for the Shepherdstown Profit Center zoning map Amendment and to refer the petition to the Planning Commission for their review and recommendation as to whether the amendment is consistent with the comprehensive standard. The motion was seconded by Commissioner Hefestay and approved unanimously.

9. Jessica James, chief human resources officer

Consideration and Approval of County Leave Donation Policy

Commissioner Stolipher motioned to adopt the Jefferson County Leave Donation Policy as presented and upon legal review. The motion was seconded by Commissioner Keys and approved unanimously.

Commissioner Mood motioned to convene in executive session to receive legal advice. The motion was seconded by Commissioner Stolipher and approved unanimously.

Commissioner Majdi motioned to reconvene in regular session. The motion was seconded by Commissioner Stolipher and approved unanimously.

Approval of merit pay increases consistent with Policy 217 for employees of non-elected departments and offices

Commissioner Stolipher motioned to approve the aggregate FY24-25 merit increase allocation for County Commission employees pursuant to Policy 217, Annual Performance Appraisal, in the total amount of \$ 178,728.00 consistent with the

Commission's previously authorized merit structure of up to five percent (5%). The motion was seconded by Commissioner Keys and approved unanimously.

10. Gabriel Areizaga, director Information Technology Department

Brief the Commission prior to committing any infrastructure purchase

The agenda item was informational only. No official action was taken.

11. David Bound, chief financial officer

Commission Ambulance Fee Exonerations

Commissioner Stolipher motioned to approve the Commission Ambulance fee exonerations as presented. The motion was seconded by Commissioner Keys and approved unanimously.

FY 26 Budget Adjustments

Commissioner Stolipher motioned to approve the budget adjustments as presented. The motion was seconded by Commissioner Mood and approved unanimously.

FY26 Certificate of Valuation Assessor Banks

The agenda item was informational only. No official action was taken.

12. Eddie Benites-LM, county administrator

Letter of support-Route 9 BUILD Grant

The agenda item was informational only. No official action was taken.

JCC Community Project Funding Requests

Commissioner Majdi motioned to direct staff to apply for FY27 funding as presented. The motion was seconded by Commissioner Stolipher and approved unanimously.

Update regarding Commission requests of Engineering, Planning, and Zoning

The agenda item was informational only. No official action was taken.

Update regarding commissioners voting on boards

Commissioner Stolipher motioned that Commissioner Majdi would draft a letter concerning voting rights of commissioners to the appropriate boards. The motion was seconded by Commisisoner Hefestay and approved unanimously

13. Nathan Cochran, Jefferson Prosecuting Attorney's Office

Report by counsel on Jefferson County Commission's options for representation on Charles Town Utility Board and options to increase service to citizens to Jefferson County

The agenda item was removed. There was no official action taken.

Adjourn

Having no further business, Commissioner Majdi motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 2:15 p.m.

Additional Public Comment:

No additional public comment was given.

Jacqueline Shadle, County Clerk

Jefferson County Commission

REGULAR COMMISSION MEETING

SIGN-IN SHEET TO SPEAK DURING PUBLIC COMMENT

Thursday, March 5, 2026

	NAME (please print)	AGENDA ITEM # FOR COMMENT	HOME ADDRESS	CHOOSE ONE: 1-Bolivar 2-Charles Town 3-Harpers Ferry 4-Ranson 5-Shepherdstown
2.5	Ashlee Young	5.1	896 Cherry Run Rd. HF 25425	3
2.5	ANNE WANDLER	5.1	1004 Cherry Run Rd	3
3	JEFF ALAN	Purchasing MILLER	447 Kees Gap Rd. #B	3
1.5	CAROL BLUMENTHAL	3,3	1473 NEEBY Rd, MARTINSBURG	N/A
—	Robin Coulter		8989 Leetown Rd.	
	David Tabb	2/19/26 Miller 3	Harpers Ferry	3
3	Christie Wimer	B.1	Jefferson Co Park	3
3	David Tabb	2/19/26 Miller	Harpers Ferry	3
	Marie Galperin	6	Charles Town	2

THE COMMISSION ALLOWS THREE (3) MINUTES FOR EACH PERSON WISHING TO MAKE PUBLIC COMMENT

Public Comment for Jefferson County Commission for March 5, 2026

Now come *David Tabb*, a lifelong resident/taxpayer make comments on the following Agenda(s) Item(s): Minutes (2/19/26); Budget; Fire Protection Fund and Day Reporting Center

From the Minutes of 2/19/2026: Public Comment – Points of Information

Commissioner Majdi submitted four (4) personal attacks against a public comment speaker. Since this was not submitted immediately after public comment this is inappropriate and possibly illegally to insert into the public records for eternity within the court house. When and if this occurs, that person or persons should be given the opportunity to respond and also be inserted into the permanent minutes of record.

On the positive side, Commissioner Majdi, personally, entered his projected statements within the minutes. Now, one can make statements against one individual Commissioner revoking Commissioner Majdi's previous requirements where you must address the Commission as a whole.

Budget

The budget process is now upon the Commission to fund all departments. The state requires all budgets to be balanced, and not to create debt. So, why is it rumored that all departments were put on a budget freeze? Who else remembers that the purchase of the new county complex was to save some \$1.8M to \$2M per year?

When this County Commission purchased the new county complex, it was posted, that \$20M, from previous year's budgets, was secretly held and used for the \$40-\$45M purchase. The balance was to be obtained through bonds, that put the county in debt.

So, how is the debt on the new county complex going to be addressed? What budget funds are going to be moved from its intended use? How is the budget to be balanced? How is this going to be paid? I believe this would be a great opportunity to request the State Auditor to review this Commission's mishandling of current and previous allocated funds.

Updates:

Fire Protection Funds –

I am still in communication with the Governor's office. The intended use of the Fire Protection Fund was to go directly to the volunteer fire companies, in support, based on the increase of population. Why would this County Commission put restrictions on this funding, by Homeland Security, that is hindering the Emergency Services within the County?

Day Reporting Center – (defunded)

Supposedly Jefferson and Berkeley Counties made an agreement that is costing Jefferson County four times more than previously funded. How is that working out in the budget?

Mr. Tabb encourages everyone to read the italicized statement below:

“The public reserves the right to call out the public officials to follow the required laws to ensure the constitutional rights of the public. The Government is to be “open for business” and not deprive the public of notice and comments that would violate ethic provisions.”

It is hard to be safe, with the current County Commission.

Have a nice day!

AFFIDAVIT:

David C. Tabb came and appeared before me, the undersigned notary, Amanda S. Bennett, resident of Berkeley Co., in the State of West Virginia made his statement to the Jefferson County Commission of March 5th, 2026, and made affidavit upon affirmation of belief that the facts set forth are true and correct to the best of his knowledge.

DATED this 5th day of March, 2026



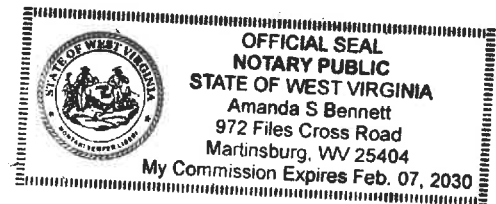
David C. Tabb

Sworn and subscribed before me this 5th day of March, 2026



Notary

My commission expires: 2/7/2030



FROM C. WIMER

Brad Sergent

From: Davies, Christine H <christine.h.davies@wv.gov>
Sent: Friday, February 20, 2026 2:39 PM
To: Brad Sergent
Cc: a.todd.johnston@wv.gov
Subject: Re: FW: Summit Point Project

Thanks -- yes Joe Brouse has brought that to our attention, too. It would need to be addressed if any project moves forward.

Christine H. Davies
Deputy Secretary for Economic Development
& Workforce Participation
WV Department of Commerce
Office: (304) 352-3940
Mobile: (681) 542-9011

On Fri, Feb 20, 2026 at 1:17 PM Brad Sergent <bsergent@wwda.org> wrote:

Christine,

I know you do not have time to look at the article, but my issue was that it says the WDA committed \$10 million to this project but backed out of that commitment and no has a \$4 million commitment. Neither are true.

I think we need to remember the WDA and WVEDA are taking legal action against Summit Point for delinquent loans. They owe WDA about \$1.3 million and I am not sure what the owe WVEDA. We originally sent them I right to cure but we are now operating under a forbearance agreement.

Brad Sergent

Acting Executive Director

West Virginia Water Development Authority

1009 Bullitt Street

Charleston, WV 25301

bsergent@wwda.org

Office: (304) 414-6500 x126

www.wvwda.org



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From: Davies, Christine H <christine.h.davies@wv.gov>
Sent: Thursday, February 19, 2026 4:13 PM
To: Brad Sergent <bsergent@wvwda.org>
Cc: a.todd.johnston@wv.gov
Subject: Re: FW: Summit Point Project

I don't have time now, but there has been a lot of activity on this one. They have worked hard to find significant partial funding for the project and are working out the entity in Jefferson County or Charlestown that will own the project. I can update you later. I only didn't support this project initially because they were asking for 100% funding on the economic development fund. If they come up with some funding, it could be a good investment, and there are some political undertones.

Christine H. Davies

Deputy Secretary for Economic Development

& Workforce Participation

WV Department of Commerce

Office: (304) 352-3940

Mobile: (681) 542-9011

On Thu, Feb 19, 2026 at 3:03 PM Brad Sergent <bsergent@wwda.org> wrote:

Todd and Christine,

FYI see below, there was an article in the WV Independent Observer about the Summit Point Project. It states that:

After it received word that the Water Development Authority was stepping back from funding the entire project, the CTUB board requested the utility staff to prepare financing options for it to consider at its next meeting.

We did discuss this one, but it was a \$10 million project with one customer and none of us supported the project.

Brad Sergent

Acting Executive Director

West Virginia Water Development Authority

[1009 Bullitt Street](#)

[Charleston, WV 25301](#)

bsergent@wwda.org

Office: (304) 414-6500 x126

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From: Brad Sergent
Sent: Thursday, February 19, 2026 3:00 PM
To: Rachel Miller <rmiller@region9wv.com>; kstolipher <kstolipher@ctubwv.com>
Cc: Jennifer Wishmyer <jbrien@region9wv.com>
Subject: Summit Point Project
Importance: High

<https://observerwv.com/proposal-for-water-sewer-in-summit-point-lacks-key-details/>

Rachel and Kristen,

I wanted to confirm with you that the WDA does not have any commitment of funds for this project, nor have we previously had funds committed to this project. I am not sure where the narrative of the “After it received word that the Water Development Authority was stepping back from funding the entire project, the CTUB board requested the utility staff to prepare financing options for it to consider at its next meeting.” came from but I hope it was not from either of your organizations.

The status of the EEG application is that the WDA and DED reviewed the application and decided not to put in on the February 13, 2026, WDA Board agenda. If you have questions, please let me know.

Brad Sergent

Acting Executive Director

West Virginia Water Development Authority

[1009 Bullitt Street](#)

[Charleston, WV 25301](#)

bsergent@wvwda.org

Data Center Modernization Briefing

Presented by: Gabriel A. Areizaga, IT Director Jefferson County Commission – March 6, 2026

Opening Statement

Over the past several months, the IT Department has reviewed every realistic option to keep the County's technology systems stable and secure. This included looking at whether we could extend the life of our current equipment, whether we could recertify older hardware, whether we could move only part of the system, and whether we could delay a full replacement. We also gathered quotes from multiple vendors to compare costs and options.

During this process, we confirmed two important facts. First, our current storage system and server platform are at the end of their support life. Extending them would cost the County \$280,000 and would only give us two more years before we would still be forced to replace everything. Second, the cost of new equipment has risen sharply across the entire industry. Manufacturers are shifting their factories and supply chains toward high-end "AI-ready" hardware, which has caused major price increases for traditional storage, memory, and server components. In short, the global AI race is driving up costs for everyone, including local governments.

Because of these market conditions, and because extending our current system would only delay the problem while doubling the work and risk, the most responsible option is to modernize the data center now. This gives the County a stable, secure foundation for the next 5–7 years and supports the move to the .gov domain without having to rebuild everything twice.

1. Purpose of Today's Briefing

- Provide a high-level overview of the County's current data center infrastructure.
- Explain the lifecycle limitations and operational risks we are facing.
- Present the recommended modernization path and cost range.

2. Current Infrastructure Overview

Jefferson County's core systems run on:

- Three Dell R650 virtualization hosts
- A Dell T1000 SAN (primary storage)
- VMware vSphere environment
- Multiple legacy domains that must be consolidated

- A planned migration to the .gov domain

This infrastructure has reached the end of its sustainable lifecycle.

3. Key Issues Driving the Need for Modernization

A. Storage System and Virtualization Hosts End-of-Support

- The primary storage system and virtualization hosts are out of support.
- Extending support is limited to two additional years and costs \$280,000.
- After those two years, the entire infrastructure must still be replaced.

This creates a short runway and forces a second major project.

B. Double-Migration Risk

If we extend our current infrastructure for another two years, we would be forced to:

- Move the old infrastructure into the new building.
- Build the .gov domain on outdated hardware.
- Maintain two parallel environments.
- Migrate everything again in 24 months.

This doubles the work, doubles the risk, and doubles the cost.

C. VMware Licensing Changes

- Broadcom has discontinued VMware's perpetual licensing model.
- Our current VMware version reaches end-of-life in 2027.
- Public sector customers are being pushed into the new subscription-based VMware Cloud Foundation (VCF).
- VCF requires modern hardware and increases long-term licensing costs.

D. Cybersecurity and Compliance

- The .gov domain requires modern, supported infrastructure.
- Our current environment cannot meet future security and compliance requirements.

4. Why a Full Modernization Now Is the Strategic Path

A single modernization project now provides:

- A 5–7 year stable runway for County systems.

- A secure foundation for the .gov domain.
- Consolidation of legacy domains.
- Modern cybersecurity protections.
- A single migration instead of two.
- Reduced operational risk and downtime.
- Predictable long-term budgeting.

This avoids spending \$280k now and another \$750k+ in less than two years.

5. What the Modernization Includes

A. New SAN (Primary Storage)

- Replaces the aging T1000 SAN.
- Provides high-availability storage for all County systems.
- Supports the .gov domain and future growth.

B. New Virtualization Hosts

- Ensures compatibility with modern VMware licensing.
- Provides a long-term, supportable compute platform.

C. Updated VMware Licensing

- Required due to Broadcom's licensing changes.
- Ensures the County remains compliant and supported.

D. Updated Backup Architecture

- Replaces the current backup solution with a more sustainable, immutable backup platform for ransomware protection.
- Adds cloud-based offsite retention.
- Repurposes existing hardware where possible.

E. Network Components (Only Where Needed)

- Ensures the SAN and hosts operate at required speeds.
- Uses existing County switching where possible.

6. Cost Range

Based on vendor proposals and current market conditions:

Estimated Total Project Cost:

\$650,000 – \$850,000

This range includes:

- SAN hardware (storage)
- Virtualization hosts
- VMware licensing
- Backup modernization
- Network components
- Installation and migration services

This is a one-time modernization that will support our .gov domain for the next 5–7 years.

7. Why This Investment Is Necessary

- Avoids spending \$280k now and another \$750k+ in two years.
- Avoids a double migration and the operational risk that comes with it.
- Provides a stable, secure foundation for the County's next decade.
- Supports the .gov domain and cybersecurity mandates.
- Ensures continuity of government operations.
- Reduces long-term maintenance and emergency repair costs.

8. What I Need From the Commission

- Understanding of the operational risks of building a .gov domain on aging infrastructure that will need to be replaced in two years or less.
- Approval to proceed with finalizing the architecture and vendor selection.

Ora Ash, Deputy State Auditor
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26301
 Phone: 627-2415 ext. 5101 or ext. 5118
 Fax: 304-340-5090
 Email: igs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER
 FY: 2026
 Fund: 001
 Rev. No. 5
 Pages: 1

Jefferson County Commission
 GOVERNMENT ENTITY

Person To Contact Regarding Request: PO Box 250 STREET OR PO BOX COUNTY
 Name: David Bound Government Type
 Phone: 304.728.3284
 Fax: Merit Commission Charles Town 25414
 Email: dbound@jeffersoncountywv.org CITY ZIP CODE

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	2,414,211		178,728	2,235,483
412	Agricultural Agent	141,944	2,986		144,930
424	Courthouse	2,208,001	14,534		2,222,535
428	Data Processing	1,443,217	9,475		1,452,692
440	Engineering	1,667,468	30,815		1,698,283
711	Emergency Services/OES	278,255	2,083		280,338
712	Communication Center	2,666,587	25,310		2,691,897
715	Ambulance Authority	6,596,534	89,568		6,686,102
717	Central Garage	669,757	3,957		673,714
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

APPROVED BY THE STATE AUDITOR
 BY: _____ Date _____
 Deputy State Auditor, Local Government Services Div.

David Bound 3/5/26
 AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 5th Day of March 2026, the following Order was made and entered:

SUBJECT: To approve the state budget transfers for Merit funds amounting to \$178,728 to the county departments' FY26 budgets as presented.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2026 External budget revision number #5 to the General Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by Commissioner Stolipher, and duly seconded by Commissioner Keys, the vote was as follows:

Pasha Majdi	<u>yes</u>
Mike Mood	<u>yes</u>
Stephen Stolipher	<u>yes</u>
Cara Keys	<u>yes</u>
Jack Hefestay	<u>yes</u>

Whereupon, Commissioner Majdi declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and **Pasha Majdi**, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Pasha Majdi, President
Jefferson County Commission

Ora Ash, Deputy State Auditor
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26301
 Phone: 627-2415 ext. 5101 or ext. 5118
 Fax: 304-340-6060
 Email: ogs@wvsa.gov

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER
 FY: 2026
 Fund: 001
 Rev. No. 7
 Pages: 1

Jefferson County Commission
 GOVERNMENT ENTITY

Person To Contact Regarding Request: PO Box 250 STREET OR PO BOX COUNTY
 Name: David Bound Government Type
 Phone: 304.728.3284
 Fax: _____ Charles Town 25414
 Email: dbound@jeffersoncountywv.org CITY ZIP CODE

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
323	State Grants			216,806	-216,806
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
424	Courthouse	2,208,001	120,000		2,328,001
699	Contingencies	3,029,026		120,000	2,909,026
713	Fire Department	585,000	216,806		801,806
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

APPROVED BY THE STATE AUDITOR
 BY: _____ Date _____
 Deputy State Auditor, Local Government Services Div.

David Bound
 As CFO
 David Bound, CFO
 AUTHORIZED SIGNATURE OF ENTITY
 MAR. 5, 2026
 APPROVAL DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 5th Day of March 2026, the following Order was made and entered:

SUBJECT: To approve the state budget transfers for volunteer fire departments' reimbursable expenditures and the maintenance department's salaries and wages to the Commission amounting to \$336,806 for the county departments' FY26 budgets as presented.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2026 External budget revision number #7 to the General Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by

Commissioner Stolpher, and duly seconded by Commissioner Mood, the vote was as follows:

Pasha Majdi	<u>yes</u>
Mike Mood	<u>yes</u>
Stephen Stolpher	<u>yes</u>
Cara Keys	<u>yes</u>
Jack Hefestay	<u>yes</u>

Whereupon, Commissioner Majdi declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Pasha Majdi, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Pasha Majdi, President
Jefferson County Commission

Jefferson County, West Virginia
 Department of Financial Management
 Budget Revision for Fiscal Year Ending June 30, 2026
 Internal Budget Revision
 IBR # FY26-007

Narrative:
 DEPT. 413 ADJUST FY26 BUDGET WITH TRANSFERS

Budget Line No.	Account Name	Approved Budget	Requested Additions	Requested Reduction	Revised Budget
001413.434100	Material & Supplies	59,800.00		2,260	57,540
001413.421600	Maintenance/Rep Equipment	53,000.00	2,260		55,260
					-
					-
					-
					-
					-
					-
					-
					-

Requested by: Nikki Painter

Approved by:(department head/elected): Jacqueline Shadle

Date: 3/5/2026

Reviewed by: 
 David Bound / Chief Financial Officer

Date Submitted to County Commission:

Date Approved:

Authorizing Signature:

393 Response to client questions.

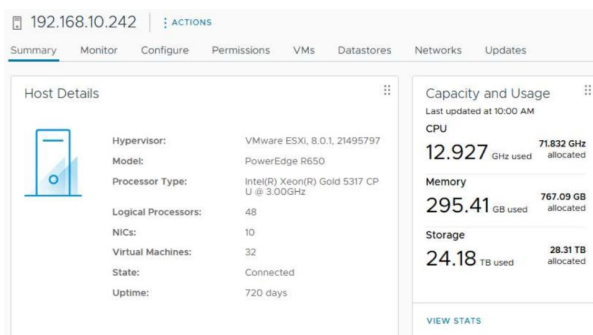
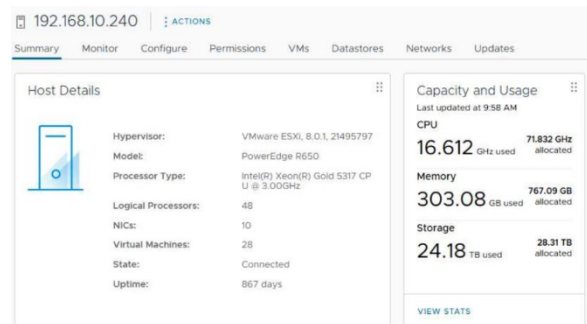
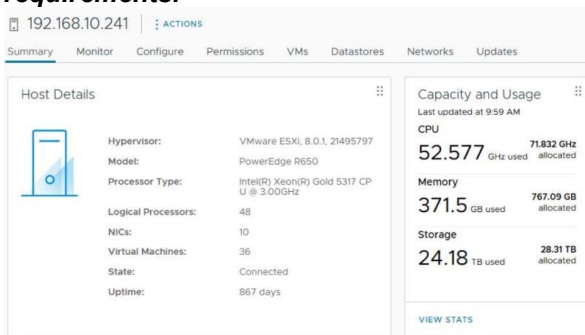
1. Compute (Servers)

Quantity: 3

Dell PowerEdge R660 (or equivalent)

- 2 × Intel Xeon Gold 5420+ (24 cores each)
- 512GB DDR5 ECC RAM
- 2 × 1.92TB NVMe SSD (RAID1 for ESXi OS)
- 2 × 3.84TB NVMe SSD (VMFS datastore)
- Dual port 25GbE SFP28 NIC
- iDRAC Enterprise
- Dual 1100W PSUs
- ReadyRails
- 3 year 24×7 ProSupport (or equivalent)

RESPONSE: *Is there a reason to move back to a R660, current PowerEdge Servers are R670's. The new R670's are able to have 2.5 times the core count and the new DDR5 memory (4800 MT/s / vs 6400MT/s) is up to 50%+- faster. I am not sure that I can buy the older series. Reducing the memory from 1024GB to 512GB will save a lot of money. The consideration is making sure that we have N+1 availability. We want to be operational for 1 host failure. See screen shots from ECC's data center. Also as discussed in a previous email with the HPE storage solution we may want to consider using HP ProLiant Servers. Configuration Comments: Dual port 25GbE- assume that this would be for the iSCSI connection to the SAN. Generally, we would use Fiber Channel (FC) to make this connection, hence reducing the Top of Rack Switch high speed requirement for iSCSI. FC would be a direct connection to the SAN. Both options work but we would need additional 4 Port NIC card(s) at least 25GbE to make connectivity for vMotion | VM's (VLANs) | VM Management and so forth. Also, we can work with tweaking the onboard storage to suit ESXi requirements.*



JCC Response:

Thank you for the detailed feedback. The goal is to maintain a standardized, supportable, and cost-efficient architecture.

Compute Platform

For this project, we are standardizing on a PowerEdge R660-class platform (or equivalent) as the enterprise virtualization host. While Dell offers R670 configurations for AI, inference, and high-core-density workloads, those platforms do not align with our VMware licensing model, lifecycle planning, or cost objectives. The R660-class system provides the appropriate balance of performance, compatibility, and long-term support for this environment.

HPE Compute Consideration

We are open to evaluating an HPE ProLiant equivalent provided it meets the same technical specifications and does not introduce additional cost, support requirements, or architectural changes. Any HPE configuration should match the defined compute, memory, networking, and lifecycle expectations.

Memory and N+1 Availability

The reduction to 512GB per host is intentional. Based on workload analysis, three hosts at this memory level support the current VM footprint while maintaining N+1 availability in the event of a single-host failure.

Storage Connectivity

This environment will use 25Gb iSCSI for SAN connectivity. Fibre Channel is not part of the design, as it would introduce additional components and support overhead without providing a material benefit for the defined workload. The 25Gb iSCSI fabric meets the performance and availability requirements.

NIC Requirements

Additional NICs are not required. The existing dual-port 25Gb NICs will support iSCSI, vMotion, VM networks, and management through VLAN segmentation, NIC teaming, and switch redundancy, consistent with VMware best practices. Please size the NIC configuration accordingly.

Onboard Storage T

The onboard storage configuration should remain as specified: NVMe RAID1 (where supported) for ESXi boot and logs, with all VM storage residing on the SAN.

2. Storage (SAN)

Quantity: 1

HPE Nimble HF20H All Flash SAN (or equivalent)

- 100TB raw / ~80TB usable
- 12 × 7.68TB SSDs
- Dual active/active controllers
- 25GbE iSCSI connectivity
- Predictive analytics (e.g., HPE InfoSight)
- 3–5 year support

RESPONSE: The storage mentioned is now sold under the Allerta umbrella. The series HF20H is a hybrid (SSD and HDD) storage under the entry level SAN options. You would need the AF series as indicated for all flash storage. We would recommend Fiber Channel for Host connectivity. We will work with the HPE engineers to work on updated design requirements for storage requirements.

JCC Response:

Thank you for the clarification regarding the storage platform and the current HPE Alletra portfolio. We acknowledge that our initial reference to the HF20H was based on prior Nimble naming and product familiarity, and we appreciate the update on how these models map into the Alletra lineup.

Storage Platform

For this project, we are standardizing on an all-flash storage array within the HPE Alletra 5000/6000 family (or equivalent). This aligns with the performance profile required for our virtualization workloads, as well as our lifecycle and growth expectations. Hybrid configurations, including HF-series hybrid models, do not meet the intended performance characteristics for this environment, and thank you for catching that.

Connectivity Model

The environment will utilize 25Gb iSCSI for SAN connectivity. Fibre Channel is not part of the design, as it would introduce additional components, fabrics, and support overhead without providing a material benefit for the defined workload. The 25Gb iSCSI fabric meets the performance, availability, and lifecycle requirements and aligns with the overall network architecture.

Design Alignment

We welcome updated sizing guidance from HPE engineering, provided it remains within the defined architecture:

- All-flash storage
- 25Gb iSCSI connectivity
- 100TB raw / ~80TB usable
- Capacity and performance sized for the VM footprint and N+1 requirements
- No introduction of alternative fabrics or higher-tier platforms unless cost-neutral and technically equivalent

We appreciate the updated information and look forward to receiving a configuration aligned with these requirements.

3. Network Fabric (Server + SAN)

Quantity: 2

Aruba CX 8325 48Y8C (or equivalent)

- 48 × 25GbE SFP28 ports
- 8 × 100GbE QSFP28 ports
- VSX or equivalent redundancy
- Dual hot swap PSUs
- Front to back airflow
- 3–5 year support

Cabling:

- 12 × SFP28 25GbE DAC cables
- 2 × QSFP28 100GbE DAC or optics

RESPONSE: These switches are very impressive and will quote as requested. I want to make sure that I understand connectivity and network design. If we were to move to FC and direct SAN connections to Host's this would assist in eliminating this version of a switch. Would this Top of Rack Switch connect to access switches (assumptions) currently at 10GbE SFP port. So, I am hoping to understand the connectivity details. If you have more details I would appreciate it. We can quote as is no worries.

JCC response:

To clarify the connectivity model:

Thank you for the feedback on the switching platform. The Aruba CX 8325-48Y8C (or equivalent) aligns with the network, and we appreciate you quoting it as requested.

Network Fabric Role

The top-of-rack switches provide 25Gb Ethernet connectivity for both the ESXi hosts and the SAN. This unified fabric supports iSCSI storage traffic, vMotion, virtual machine networks, and management traffic using standard VLAN segmentation and VMware best practices. The design meets the performance, availability, and scalability requirements for the defined workload.

Fibre Channel Consideration

Fibre Channel is not part of this design. While FC is a valid architecture in other environments, it would introduce additional components and support overhead — including host adapters, separate switching infrastructure, optics, and licensing — without providing a material benefit for this workload. The selected 25Gb iSCSI architecture meets all performance and availability requirements and aligns with the overall network strategy.

Uplink Connectivity

The top-of-rack switches will uplink to the existing access and/or core switching environment as appropriate. The current 10Gb SFP-based access layer can remain in place for general network traffic, while the 25Gb fabric is dedicated to host and storage connectivity. This maintains compatibility with the existing network while providing the required bandwidth for the virtualization cluster.

4. Virtualization Licensing

VMware vSphere Essentials Plus Kit

- Covers 3 hosts
- Includes vCenter, vMotion, HA, Replication

RESPONSE: The VMware vSphere Essentials Plus Kit SKU doesn't exist. This SKU was removed when Broadcom acquired VMware. We will have to use current SKU for VMware.

JCC Response:

Thank you for the clarification regarding VMware licensing. We acknowledge that the vSphere Essentials Plus Kit SKU has been discontinued as part of Broadcom's transition away from perpetual licensing. Our intent is to procure the current on-premises subscription SKU that provides the same functional scope as Essentials Plus, including vCenter, vMotion, HA, and Replication for a three-host environment.

We do not require cloud-hosted or cloud-managed VMware offerings. Please quote the current subscription-based SKU that replaces the former Essentials Plus Kit and aligns with Broadcom's updated licensing model.

5. Windows Server Licensing

Windows Server Datacenter (Perpetual)

- 9 × 16 core licenses (3 hosts × 48 cores each)

Windows Server User CALs (Perpetual)

- 350 User CALs (7 × 50 pack bundles)

RESPONSE: Will make QT changes as needed.

JCC Response:

TY

6. Backup

Veeam Backup & Replication Enterprise Plus (Perpetual)

- Sized for total VM count across all environments
- Include 3 years of support
- Include Azure Blob tiering capability

RESPONSE: The license model for VEEAM is a subscription license model with instances. So we would need to know how many VM's we are backing up. Also is the County providing storage for backup like a NAS and Immutable storage or WORM storage? VEEAM has rolled out a great Cloud storage solution that is part of their cloud infrastructure. We have had great success with them, and they offer 3-2-1 solutions with Immutable cloud storage with 2048b encryption. We will be working with VEEAM Engineers on license details.

JCC Response:

Thank you for the information regarding Veeam licensing. We acknowledge that Veeam now offers subscription-based licensing options; however, for this project we are requesting Veeam Backup & Replication Enterprise Plus under the perpetual licensing model, sized for the total VM count across all County environments. The current environment consists of approximately 50–70 virtual machines across both sites; the exact count will be confirmed during final sizing.

The County will be providing the backup storage, including support for immutable or WORM-capable targets. We are not requesting Veeam-hosted cloud backup services as part of this procurement. An offsite cold-storage tier may be considered separately if it is cost-effective.

The solution must include:

- Veeam Backup & Replication Enterprise Plus (perpetual)
- Sized for total VM count across all environments
- Three years of support
- Azure Blob tiering capability (or equivalent S3-compatible cloud archive)

- County-provided backup storage
- No Veeam-hosted cloud storage unless cost-neutral or advantageous

7. Rack & Power

- 1 × APC NetShelter 42U Rack
- 1 × APC Smart UPS 5000VA (208V)
- 2 × APC Metered PDUs (0U)
- 1 × StarTech 8 port rackmount KVM with 19" LCD

RESPONSE: Will have this in the proposal.

JCC Response:

TY

8. Labor

RESPONSE: Will have this in the proposal having a block of hours allocated.

9. Additional Requirements

- Include lead times for all hardware
- Include shipping
- Include all required optics, cables, rails, and power cords
- Quote must be valid for 30 days
- Government/education pricing required
- No substitutions without prior approval

RESPONSE: The Dell representative has indicated that they will honor a 14 day quote only. With adding HPE to the vendor list Dell may be more responsive. We will have several design changes as addressed in this document that will require alterations and substitutions.

JCC Response:

TY

REQUISITIONS TO BE APPROVED

MARCH 19, 2026

DEPARTMENT	REQUISITION NO.	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
JCESA	26144		\$ 5,351.68	RENEW BIOMEDICAL SERVICES LLC	REPAIR & SERVICE VENTILATOR
COUNTY COMMISSION	26146		\$ 5,000.00	BLAKE WHEELER	ARTIST MURAL SERVICES
COUNTY COMMISSION	26148		\$ 193,299.00	BERKELEY COUNTY COUNCIL	DAY REPORT SERVICES PROVIDED BY BERKELEY COUNTY
IT	26143		\$ 644,944.86	TEK ADVISORS LLC	JCC (393) GOV INFRASTRUCTURE Q 793
IT	26149		\$ 8,352.85	DATA CENTER WAREHOUSE LLC	LAPTOPS WITH DOCKING STATION
COUNTY CLERK	26142		\$ 10,186.87	SOFTWARE SYSTEMS INC	IBM HARDWARE/MAINTENANCE 10/2/2025-10/1/2028
COUNTY CLERK	26147		\$ 55,256.09	ESS ELECTION SYSTEMS & SOFTWARE	EXPRESSVOTE RENEWAL LICENSE YEAR
GRAND TOTAL			\$ 922,391.35		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Jessica James, Chief Human Resource Officer**

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **March 19, 2026 – Consent Agenda**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

Approval of Hire – Director - Office of Economic Development

Please provide the County Commission with a description of your request or presentation, including any background information:

Staff has identified a candidate for the position of Director of the Office of Economic Development within the Jefferson County Department of Engineering, Planning, and Zoning and is requesting approval to hire for the Grade 7, full-time, 80-hour position.

Is this a funding request? Y/N - **NO**

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

I move to approve the hire of _____ for the Grade 7, full-time, 80 hour position of Director of the Jefferson County Office of Economic Development with an annual salary of \$101,869 effective Sunday, April 5, 2026, along with an acceptance and transference of 500 hours of the employee's sick leave balance from their current employer (State of West Virginia) to Jefferson County.



Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information: Jessica James

Email address: Jessica.d.james@jeffcowv.gov

Phone Number: 304-728-3282

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nikki Painter**

Department or Organization: **Elections – County Clerk**

Estimation of amount of time needed for appointment: **5 mins**

Date Requested – 1st Choice: **March 19, 2026**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

Poll Worker & Alternate Approval – 2026 Primary

Please provide the County Commission with a description of your request or presentation, including any background information:
The Democrat and Republican Executive committees submitted their approved poll worker and alternate lists for commission approval. In addition, we also have a list of voters that expressed interest directly to our office in working as a poll worker. This list will only be used once the executive committee lists are exhausted.

Is this a funding request? **Y/N**

If so, how much? **\$**

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

To approve the poll worker and alternate lists as presented for the 2026 Primary Election

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

2024 General Election Poll Workers - Democrat

Precinct	Name	Position	Party	Telephone No.	Mail Street	Mail City	Mail State	Mail ZIP
Precinct 2 - Wright Denny Elementary School, 209 W Congress St, Charles Town								
2	Donavan King	Supply Clerk	D	304-886-7639	401 N Samuel St	Charles Town	WV	25414
2	Mirian Fernandes	Poll Clerk	D	304-433-6608	11 Jasmine Pl.	Harpers Ferry	WV	25425
2	JoAnn Bailey	Poll Commissioner	D	681-252-4984	200 Hackney Ln	Charles Town	WV	25414
Precinct 3 - Charles Town Baptist Church, 203 E Congress St, Charles Town								
3	Ashley Twyman	Poll Clerk	D	304-995-1455	239 Burns St	Ranson	WV	25438
3	Alexander "Alex" Jenkins	Poll Commissioner	D	304-240-5512	239 Burns St	Ranson	WV	25438
Precinct 4 - Fellowship Bible Church, 160 Daniel Rd, Shenandoah Junction								
4	Deborah Longo	Supply Clerk	D	304-283-3411	146 Paddock Pl	Charles Town	WV	25414
4	Janie King	Poll Clerk	D	928-380-5208	515 Lord Faifax St.	Charles Town	WV	25414
4	Juliane Ford	Poll Commissioner	D	304-283-5855	293 Westwoods Ln	Charles Town	WV	25414
Precinct 6 - Anna Mae Reedy Senior Center, 103 W Fifth Ave, Ranson								
6	Antoinette Ringgold	Poll Clerk	D	304-218-4629	105 Limited Dr	Ranson	WV	25438
6	Joannette Jenkins	Poll Commissioner	D	304-279-7059	109 New Oak Tree Ct Apt 60	Charles Town	WV	25414
Precinct 7 - Ranson Elementary School, 600 N Preston St, Ranson								
7	Susan Fridinger	Poll Clerk	D	304-283-5988	111 Brin Dr.	Ranson	WV	25438
7	Pamela Murray	Poll Commissioner	D	304-886-3105	222 W North St	Charles Town	WV	25414
Precinct 12 - Jefferson High School, 4141 Flowing Springs Rd, Shenandoah Junction								
12	Dorothy (Kay) Dyke	Supply Clerk	D	304-707-6330	PO Box 38	Ranson	WV	25438
12	Renee Doleman	Poll Clerk	NP	304-279-5549	143 Ranson Estates Cir	Ranson	WV	25438
12	Janice Blackford	Poll Commissioner	D		155 Riparian Ln	Ranson	WV	25438
Precinct 13 - CW Shipley Elementary School, 652 Shipley School Rd, Harpers Ferry								
13	Molly Kramer	Poll Clerk	D	304-433-0561	116 Big Spring Dr.	Kearneysville	WV	25430
13	Margaret Greene	Poll Commissioner	NP	240-344-7207	67 General Pender Ct	Harpers Ferry	WV	25425
Precinct 14 - Camp Hill-Wesley United Methodist Church, 645 Washington St, Harpers Ferry								
14	Bethany Amidan	Supply Clerk	D	763-242-6830	177 Battlefield Dr.	Charles Town	WV	25414
14	Henry Thomas	Poll Clerk	D	304-839-8089	39 Barrel Horse Dr	Charles Town	WV	25414
14	Jill Baldinger	Poll Commissioner	NP	540-931-5313	208 N. Charles St.	Charles Town	WV	25414
Precinct 15 - Harpers Ferry Middle School, 1710 W Washington St, Harpers Ferry								
15	Leigh Anne Evanson	Poll Clerk	D	202-657-7269	PO Box 477	Shepherdstown	WV	25443
15	Anita-Marie Abbe	Poll Commissioner	D	813-466-8383	26 Connie Ave.	Harpers Ferry	WV	25425
Precinct 16 - Oakland Methodist Church, 70 Oakland Ter, Charles Town								
16	Kenneth Fanelli	Poll Clerk	D	304-839-7114	1316 Destrier St.	Ranson	WV	25414
16	Debra Jenkins	Poll Commissioner	D	304-240-1869	303 S Buchanan St	Ranson	WV	25438
Precinct 17 - Blue Ridge Acres Community Club, 935 Country Club Dr, Harpers Ferry								
17	Amanda Crough	Poll Clerk	D	301-788-0475	65 Park Ave.	Harpers Ferry	WV	25425
17	Tracey Dougherty	Poll Commissioner	D	304-261-9111	1149 Keyes Gap Rd	Harpers Ferry	WV	25425

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Precinct 19A - St James Catholic Church, 49 Crosswinds Dr, Charles Town										
19A	James "Jim" Rowan		Poll Clerk	D	304-266-9464	4538 Kabletown Rd	Charles Town	WV	25414	KT
19A	Sarah Ward		Poll Commissioner	D	304-702-0640	502 S. Samuel St.	Charles Town	WV	25414	
Precinct 19B - St James Catholic Church, 49 Crosswinds Dr, Charles Town										
19B	Tricia Parker		Supply Clerk	NP	775-386-8659	300 Old Cave Road	Charles Town	WV	25414	KT
19B	Roseanna Beason		Poll Clerk	NP	304-901-6395	306 W. Washington St., Apt. 2	Charles Town	WV	25414	
19B	John-Henry Dale		Poll Commissioner	D		516 Great Oak Lane	Harpers Ferry	WV	25425	
Precinct 20 - Citizens Fire Company, 245 Citizens Way, Charles Town										
20	Carrie Kauffman		Supply Clerk	NP	304-995-7130	376 Martin Payne Rd	Kearneysville	WV	25430	KT
20	Saige Weaver		Poll Clerk	NP	304-283-1250	376 Martin Payne Rd	Kearneysville	WV	25430	
20	Kenneth May		Poll Commissioner	D	304-380-5076	557 Van Clevesville Rd.	Kearneysville	WV	25430	
Precinct 21A - Blue Ridge Elementary School, 18866 Charles Town Rd, Harpers Ferry										
21A	Major Clark		Supply Clerk	NP	301-690-6530	593 Thumper Dr	Ranson	WV	25438	HF
21A	Julie Myers		Poll Clerk	D	304-582-3428	359 Stone Pillar Ln	Charles Town	WV	25414	
21A	Cindy Fridley		Poll Commissioner	D	304-671-1087	204 Clay St	Harpers Ferry	WV	25425	
Precinct 21B - Blue Ridge Elementary School, 18866 Charles Town Rd, Harpers Ferry										
21B	Patricia Blevins		Poll Clerk	D	304-725-2234	920 General Rogers Rd	Charles Town	WV	25414	HF
21B	Romelda Porter		Poll Commissioner	D	681-248-0625	163 Shallow Creek Dr	Ranson	WV	25438	
Precinct 22 - South Jefferson Elementary School, 4599 Summit Point Rd, Summit Point										
22	Kathryn McGinnis		Poll Clerk	D	304-995-3333	99 Quarterhorse Place	Charles Town	WV	25414	KT
22	Sandra Foddrell		Poll Commissioner	D	304-876-6514	586 Prides Xing	Shenandoah Junction	WV	25442	
Precinct 23A - CrossPoint Church, 3066 S Childs Rd, Kearneysville										
23A	Kayla Hartman		Poll Clerk	D	304-582-9008	55 Garrett Lane	Kearneysville	WV	25430	KT
23A	Robin Robey		Poll Commissioner	D	410-294-5583	189 Shallow Creek Dr	Ranson	WV	25414	
Precinct 23B - CrossPoint Church, 3066 S Childs Rd, Kearneysville										
23B	Jakob Light		Supply Clerk	D	681-534-9747	24 Three Sisters Ct.	Ranson	WV	25438	KT
23B	John Aldis		Poll Clerk	D	304-283-0041	4911 River Rd	Shepherdstown	WV	25443	
Precinct 24A - Washington High School, 300 Washington Patriots Dr, Charles Town										
24A	Jennifer Cogle		Supply Clerk	D	304-433-1067	47 Jefferson Village Dr	Ranson	WV	25438	KT
24A	Loretta Jones		Poll Clerk	D	304-279-3736	333 Pembroke Way	Charles Town	WV	25414	
24A	Heather Olson		Poll Commissioner	D	304-995-2302	15 Baltusrol Dr.	Charles Town	WV	25414	
Precinct 24B - Washington High School, 300 Washington Patriots Dr, Charles Town										
24B	Isaac Perez-Alonzo		Poll Clerk	D	304-886-5922	38 Trotting Way	Charles Town	WV	25414	KT
24B	Tabitha Boggess		Poll Commissioner	NP	304-886-0729	167 Boxwood Ln.	Charles Town	WV	25414	
Precinct 25 - Middleway Volunteer Fire Company, 110 Dark Hill Rd, Middleway										
25	Gail Banfield		Supply Clerk	D	703-380-2457	627 Ira Way	Kearneysville	WV	25430	MW
25	Joyce Pifer		Poll Clerk	D	304-725-3678	7417 Queen St	Kearneysville	WV	25430	
25	Tabitha Greenwalt		Poll Commissioner	D	304-676-7083	2723 Summit Point Rd	Summit Point	WV	25446	
Precinct 26 - Leetown Methodist Church, 11133 Leetown Rd, Kearneysville										
26	Amy Silver		Poll Clerk	D	304-283-7807	PO Box 285	Charles Town	WV	25414	MW
26	Terri Mehling		Poll Commissioner	NP	304-261-6046	66 Diane Ct	Charles Town	WV	25414	

Precinct 27 - North Jefferson Elementary School, 6996 Charles Town Rd, Kearneysville										MW
27	Cindy Feeser		Supply Clerk	D	304-283-7934	5567 Engle Molders Rd.	Shepherdstown	WV	25443	
27	Kathy Walls		Poll Clerk	D	304-279-3618	231 Family Cemetery Rd	Kearneysville	WV	25430	
27	Barbara Burger		Poll Commissioner	D	304-283-2124	810 Shepherd Ln	Shepherdstown	WV	25443	
Precinct 28A - First Baptist Church of Ranson, 614 Lone Oak Rd, Ranson										MW
28A	Sharon Hall		Supply Clerk	D	571-265-9971	221 Northwinds Dr	Charles Town	WV	25414	
28A	Leslie Newman		Poll Clerk	D	304-268-9916	250 Barksdale Dr	Charles Town	WV	25414	
28A	Caydence Burke		Poll Commissioner	D	304-620-2470	55 Garrett Lane	Kearneysville	WV	25430	
Precinct 28B - First Baptist Church of Ranson, 614 Lone Oak Rd, Ranson										MW
28B	Monroe Burger Jr		Poll Clerk	D	304-876-8073	810 Shepherd Ln	Shepherdstown	WV	25443	
28B	Richard Deal Jr.		Poll Commissioner	NP	304-283-4927	3685 River Rd	Shepherdstown	WV	25443	
Precinct 29 - TA Lowery Elementary School, 103 Shenandoah Junction Rd, Shenandoah Junction										MW
29	Deanna Plauché		Poll Clerk	D	304-728-0409	41 Little Lake Ct	Harpers Ferry	WV	25425	
29	Jill Sorenson		Poll Commissioner	D	610-745-4089	324 1st St.	Shenandoah Junction	WV	25442	
Precinct 31 - Covenant Baptist Church, 7485 Shepherdstown Pike, Shepherdstown										ST
31	Cecelian Mckevitt		Poll Clerk	D	304-596-3245	115 E 6th Ave	Ranson	WV	25443	
31	Lorena Nathan		Poll Commissioner	D	760-443-9220	85 Campbell Dr	Charles Town	WV	25414	
Precinct 32 - Bethel United Methodist Church, 855 Carter Ave, Bakerton										ST
32	Deborah Gravatt		Poll Clerk	D	304-261-9465	505 Engle Molders Rd	Harpers Ferry	WV	25425	
32	Velma Greene		Poll Commissioner	NP	304-270-6726	15 Wheat Field Ter	Harpers Ferry	WV	25425	
Precinct 33 - Trinity Episcopal Church, 208 W German St, Shepherdstown										ST
33	Emily Samide		Supply Clerk	D	321-806-9254	15 Swearingen Way	Shepherdstown	WV	25443	
33	Vicki Gonzalez		Poll Clerk	D	304-279-5049	67 Gladiator Pl	Kearneysville	WV	25430	
33	Bruce Kressin		Poll Commissioner	NP	304-270-6978	87 Appaloosa Way	Charles Town	WV	25414	
Precinct 34 - Shepherdstown Elementary School, 662 S Church St, Shepherdstown										ST
34	Locke Wysong		Supply Clerk	D	304-671-2341	PO Box 772	Charles Town	WV	25414	
34	Sandra Christian		Poll Clerk	NP	410-900-2866	340 Maddex Dr	Shepherdstown	WV	25443	
34	Lemuel "Bruce" Massey		Poll Commissioner	D	240-675-4498	284 Meadow Ridge Dr	Shepherdstown	WV	25443	
Precinct 35 - Asbury United Methodist Church, 4257 Kearneysville Pike, Shepherdstown										ST
35	Margaret Housden		Poll Clerk	D		466 Ridge Rd	Shenandoah Junction	WV	25442	
35	Carrie Blessing		Poll Commissioner	D	304-433-1411	PO Box 1275	Shepherdstown	WV	25443	
Precinct 36 - Driswood Elementary School, 75 Caspian Way, Shenandoah Junction										ST
36	Yocencia Deal		Supply Clerk	NP	304-283-4258	3685 River Rd	Shepherdstown	WV	25443	
36	Nana Osafo-Mensah		Poll Clerk	D	703-209-6090	301 Sawgrass Dr	Charles Town	WV	25414	
36	Elizabeth Rini		Poll Commissioner	D	540-533-8515	249 Heritage Dr	Shepherdstown	WV	25443	

2026 Primary Election Poll Workers - Republican

Precinct	Name	Position	Party	Telephone No.	Mail Street	Mail City	Mail Stat	Mail ZIP
Precinct 2 - Wright Denny Elementary School, 209 W Congress St, Charles Town								
Yes	Tamara Twaddle	Poll Clerk	R	913-671-9048	156 Ranson Estates Cir	Ranson	WV	25438
Yes	Joe Gallop	Poll Commissioner	R					
Precinct 3 - Charles Town Baptist Church, 203 E Congress St, Charles Town								
Yes	Bob Trainor	Supply Clerk	R	304-283-2946	774 Crosswinds Dr	Charles Town	WV	25414
Yes	Evan Willingham	Poll Clerk	R	681-283-0566	211 N Mildred St	Charles Town	WV	25414
Yes	Daphne Andrews	Poll Commissioner	R	703-231-7588	120 Eldon Dr	Charles Town	WV	25414
Precinct 4 - Fellowship Bible Church, 160 Daniel Rd, Shenandoah Junction								
Yes	Sharon Wilt	Poll Clerk	R	304-433-7456	3780 Whifers Larue Rd	Harpers Ferry	WV	25425
Yes	Carole Lowdermilk	Poll Commissioner	R	681-242-7329	202 Packett Dr	Charles Town	WV	25414
Precinct 6 - Anna Mae Reedy Senior Center, 103 W Fifth Ave, Ranson								
Yes	Joshua D Waggoner	Supply Commissioner	R	304-886-1069	585 Meandering Ln	Kearneysville	WV	25430
Yes	Angela Hoffman	Poll Clerk	R	304-725-2295	4 Bedford Dr	Charles Town	WV	25414
Yes	Melissa Chapman	Poll Commissioner	R	304-620-3944	19 Anthem St	Ranson	WV	25438
Precinct 7 - Ranson Elementary School, 600 N Preston St, Ranson								
Yes	Jerry Franklin	Supply Clerk	R	304-620-8289	228 Cassilis Ln	Charles Town	WV	25414
Yes	Melissa Manning Stahlin	Poll Clerk	R	304-261-2423	304 N Preston St	Charles Town	WV	25414
Yes	Denise Force	Poll Commissioner	R	304-707-4929	PO Box 954	Charles Town	WV	25414
Precinct 12 - Jefferson High School, 4141 Flowing Springs Rd, Shenandoah Junction								
Yes	Hailee Shanholtz	Poll Clerk	R	304-433-6332	200 General McClellan Ct	Harpers Ferry	WV	25425
Yes	Dawn Shanholtz	Poll Commissioner	R	304-279-3839	200 General McClellan Ct	Harpers Ferry	WV	25425
Precinct 13 - CW Shipley Elementary School, 652 Shipley School Rd, Harpers Ferry								
Yes	Cheryl Huff	Supply Clerk	R	304-886-6739	743 Chickamauga Dr	Harpers Ferry	WV	25425
Yes	Barbara Sullivan	Poll Clerk	R	304-876-6774	3658 Bakerton Rd	Harpers Ferry	WV	25425
Yes	Britt Shoedel	Poll Commissioner	R.	681-252-0505	303 Carriage Drive	Harpers Ferry	WV	25425
Precinct 14 - Camp Hill-Wesley United Methodist Church, 645 Washington St, Harpers Ferry								
Yes	Ernest "Ernie" Hannin	Poll Clerk	R	843-706-7056	86 Teakwood Ct	Harpers Ferry	WV	25425
Yes	Patricia Hannin	Poll Commissioner	R	843-706-7056	86 Teakwood Ct	Harpers Ferry	WV	25425
Precinct 15 - Harpers Ferry Middle School, 1710 W Washington St, Harpers Ferry								
Yes	Mark Zampino Sr	Supply Clerk	R	240-575-4139	393 Morning Calm Dr	Harpers Ferry	WV	25425
Yes	Deborah Hale	Poll Clerk	R	304-535-1528	1167 W Washington St	Harpers Ferry	WV	25425
Yes	Louise Thompson	Poll Commissioner	R	304-876-7077	27 Connie Ave	Harpers Ferry	WV	25425
Precinct 16 - Oakland Methodist Church, 70 Oakland Ter, Charles Town								

Yes	Mark Wilgenbusch	Supply Clerk	R	304-724-7000	48 Revere Dr	Charles Town	WV	25414
Yes	Laura Castellanos	Poll Clerk	R	571-420-6925	368 Gumspring Dr	Charles Town	WV	25414
Yes	Robert Kutcher	Poll Commissioner	R	304-820-8109	412 S Church St	Charles Town	WV	25414
Precinct 17 - Blue Ridge Acres Community Club, 935 Country Club Dr, Harpers Ferry								
Yes	Steven Crowe	Supply Clerk	R	304-582-7555	2582 Chestnut Hill Rd	Harpers Ferry	WV	25425
Yes	George Moxley	Poll Clerk	R	240-315-2857	56 Starlight Ln	Harpers Ferry	WV	25425
Yes	Shelly Ulbig	Poll Commissioner	R	304-885-8863	567 Dey Dr	Harpers Ferry	WV	25425
Precinct 19A - St James Catholic Church, 49 Crosswinds Dr, Charles Town								
Yes	Dawn Timberlake	Supply Clerk	R	240-575-4139	77 Fosters Cir	Shenandoah Junction	WV	25442
Yes	James Pederson.	Poll Clerk	R	304-283-5340	228 Prospect Avenue	Harpers Ferry	WV	25425
Yes	Liz Shockley	Poll Commissioner	R	703-727-2164	1285 Bloomery Rd	Charles Town	WV	25414
Precinct 19B - St James Catholic Church, 49 Crosswinds Dr, Charles Town								
Yes	Bryce Timberlake	Poll Clerk	R	240-575-4139	77 Okanagan Dr	Charles Town	WV	25414
Yes	David Lowdermilk	Poll Commissioner	NP	681-242-7329	202 Packett Dr	Charles Town		
Precinct 20 - Citizens Fire Company, 245 Citizens Way, Charles Town								
Yes	Virginia Hoffman	Poll Clerk	R	304-725-2295	4 Bedford Dr	Charles Town	WV	25414
Yes	Robert Hoffman	Poll Commissioner	NP	304-945-4126	4 Bedford Dr	Charles Town	WV	25414
Precinct 21A - Blue Ridge Elementary School, 18866 Charles Town Rd, Harpers Ferry								
Yes	Carolyn Vezzosi	Poll Clerk	R	302-904-1208	475 Shenandoah River Dr	Harpers Ferry	WV	25425
Yes	Rebecca Kniep	Poll Commissioner	R	(304) 839-8266	95 Rock Ln	Harpers Ferry	WV	25425
Precinct 21B - Blue Ridge Elementary School, 18866 Charles Town Rd, Harpers Ferry								
Yes	Katie Gay	Supply Clerk	R	304-579-7223	1147 Steed St	Ranson	WV	25438
Yes	Deborah Spatola	Poll Clerk	R	304-260-6250	413 Red Bird Ln	Harpers Ferry	WV	25425
Yes	Laurie Tell	Poll Commissioner	R	301-768-9491	40 Gingerbread Ln	Harpers Ferry	WV	25425
Precinct 22 - South Jefferson Elementary School, 4599 Summit Point Rd, Summit Point								
Yes	Linna Walz	Supply Clerk	R	757-771-8247	2054 Kabletown Rd	Charles Town	WV	25414
Yes	Jennifer Crouch	Poll Clerk	U	304-886-4578	45 Cox Henry Lane	Summit Point	WV	25446
Yes	Tracey Rissler	Poll Commissioner	R	304-261-7949	616 Uinta Farm Ln	Charles Town	WV	25414
Precinct 23A - CrossPoint Church, 3066 S Childs Rd, Kearneysville								
Yes	Karen Phillips	Supply Clerk	R	571-283-1063	76 Cirrus Way	Kearneysville	WV	25430
Yes	Wilhem Hausmann	Poll Clerk	R	304-579-5724	11407 Leetown Rd	Kearneysville	WV	25430
Yes	Janet Crosby	Poll Commissioner	R	304-839-2378	10670 Leetown Rd	Kearneysville	WV	25430
Precinct 23B - CrossPoint Church, 3066 S Childs Rd, Kearneysville								
Yes	Amy Ringer Flint	Poll Clerk	R	202-931-8345	91 Oakmont Dr	Charles Town	WV	25414
Yes	Kyle Flint	Poll Commissioner	NP	202-931-8345	91 Oakmont Dr	Charles Town	WV	25414
Precinct 24A - Washington High School, 300 Washington Patriots Dr, Charles Town								
Yes	Mason Carter	Poll Clerk	R		19459 Charles Town Rd	Harpers Ferry	WV	25425

Yes	Trixana (Trixie) Carter	Poll Commissioner	R	304-676-8045	19459 Charles Town Rd	Harpers Ferry	WV	25425
Precinct 24B - Washington High School, 300 Washington Patriots Dr, Charles Town								
Yes	Kevin Tester	Supply Clerk	R	703-463-8562	77 Burnlea Rd	Charles Town	WV	25414
Yes	Kaileena Campbell	Poll Clerk	NP	304-839-8437	61 Pathfinder Ct	Shepherdstown	WV	25443
Yes	Amy Campbell	Poll Commissioner	NP	304-886-4230	61 Pathfinder Ct	Shepherdstown	WV	25443
Precinct 25 - Middleway Volunteer Fire Company, 110 Dark Hill Rd, Middleway								
Yes	Marsha Gardner	Poll Clerk	R	304-839-2492	259 King St	Kearneysville	WV	25430
Yes	Curtis Gray	Poll Commissioner	R	301-520-2162	277 Mason Farm Dr	Kearneysville	WV	25430
Precinct 26 - Leetown Methodist Church, 11133 Leetown Rd, Kearneysville								
Yes	Chonda Kosanovich	Supply Clerk	R	304-283-7276	198 Nansfield Dr	Harpers Ferry	WV	25438
Yes	Jean Garretson	Poll Clerk	R	304-261-0579	69 Ashley Dr	Shepherdstown	WV	25443
Yes	Amanda Susannah Pizzi	Poll Commissioner	R	520-668-5030	526 New Meadow Dr	Kearneysville	WV	25430
Precinct 27 - North Jefferson Elementary School, 6996 Charles Town Rd, Kearneysville								
Yes	Robyn Painter	Poll Clerk	R	304-676-8210	PO Box 4	Kearneysville	WV	25430
Yes	Robin Carper	Poll Commissioner	R	304-279-7763	185 Jefferson Ter	Charles Town	WV	25414
Precinct 28A - First Baptist Church of Ranson, 614 Lone Oak Rd, Ranson								
Yes	John Jones	Poll Clerk	R	301-305-9301	791 Pheasant Hill Rd	Summit Point	WV	25446
Yes	Paula Salvo	Poll Commissioner	R	304-268-9021	4100 Old Leetown Pike	Ranson	WV	25438
Precinct 28B - First Baptist Church of Ranson, 614 Lone Oak Rd, Ranson								
Yes	Bruce E Terris Sr	Supply Clerk	R	304-279-5752	630 New Meadow Dr	Kearneysville	WV	25430
Yes	Jennifer Plazyk	Poll Clerk	R	703-618-8886	47 Velveteen Ct	Ranson	WV	25438
Yes	Deborah Johnson	Poll Commissioner	R	304-261-6800	578 Lone Oak Rd	Ranson	WV	25438
Precinct 29 - TA Lowery Elementary School, 103 Shenandoah Junction Rd, Shenandoah Junction								
Yes	Todd Baldau	Supply Clerk	NP	202-577-8854	182 Coventry Ln	Harpers Ferry	WV	25425
Yes	Sarah Baldau	Poll Clerk	NP	240-440-4263	182 Coventry Ln	Harpers Ferry	WV	25425
Yes	Joshua Roberts	Poll Commissioner	R	304-707-7064	471 Peace Ridge Rd	Harpers Ferry	WV	25425
Precinct 31 - Covenant Baptist Church, 7485 Shepherdstown Pike, Shepherdstown								
Yes	Elisa Moore	Supply Clerk	R	304-535-2306	52 General Cobb Ct	Harpers Ferry	WV	25425
Yes	Eva Alexander	Poll Clerk	R	304-676-2577	93 Special Orders Ct	Harpers Ferry	WV	25425
Yes	Max "Chuck" Moore	Poll Commissioner	R	304-283-6085	52 General Cobb Ct	Harpers Ferry	WV	25425
Precinct 32 - Bethel United Methodist Church, 855 Carter Ave, Bakerton								
Yes	John Shoedel	Supply Clerk	R	910-797-5700	303 Carriage Dr	Harpers Ferry	WV	25425
Yes	Jennifer Roberts	Poll Clerk	R	304-728-5171	164 Ruddy Duck Dr	Harpers Ferry	WV	25425
Yes	Christopher Roberts	Poll Commissioner	R	304-707-7379	471 Peace Ridge Road	Harpers Ferry	WV	25425
Precinct 33 - Trinity Episcopal Church, 208 W German St, Shepherdstown								
Yes	Randy Runkles	Poll Clerk	R	443-486-8099	189 Frisky Ct	Harpers Ferry	WV	25425
Yes	Connie Citro	Poll Commissioner	R	304-268-5070	2934 Ridge Rd	Shenandoah Jct	WV	25443

Precinct 34 - Shepherdstown Elementary School, 662 S Church St, Shepherdstown								
Yes	Tracey Cenate	Poll Clerk	R	304-728-6120	138 Scottie Dr	Charles Town	WV	25414
Yes	Brittany Cenate	Poll Commissioner	R	304-728-6120	138 Scottie Dr	Charles Town	WV	25414
Precinct 35 - Asbury United Methodist Church, 4257 Kearneysville Pike, Shepherdstown								
Yes	Tara Morgan	Supply Clerk	R	304-671-1585	PO Box 1142	Shepherdstown	WV	25443
Yes	Judith Leitner	Poll Clerk	R	616-402-1551	114 Pearl Dr	Shepherdstown	WV	25443
Yes	Trevor Craker	Poll Commissioner	R	703-999-4073	1435 Engle Molers Rd	Harpers Ferry	WV	25425
Precinct 36 - Driswood Elementary School, 75 Caspian Way, Shenandoah Junction								
Yes	Amy Calvert	Poll Clerk	R	410-608-3869	2873 Engle Molers Road	Harpers Ferry	WV	25425
Yes	J Rex Huling	Poll Commissioner	R	703-304-9703	44 Emerald Heights Ct	Shenandoah Junction	WV	25442

Alternates								
Yes	Wanda Juraschek	Alternate	R	540-327-7547	312 Baltusrol Dr	Charles Town	WV	25414
Yes	Renee Lafaver	Alternate	R	304-283-8498	72 Arabian Pl	Charles Town	WV	25414
Yes	Pedro V. Gonzalez	Alternate	NP	304-941-8169	63 Monumental Dr	Charles Town	WV	25414
Yes	Judith Hummer	Alternate	R	304-283-5030	63 Old Taylor Ln Apt 1275	Harpers Ferry	WV	25425
Yes	Myra Casteel	Alternate	R	304-995-5667	115 Baltusrol Dr	Charles Town	WV	25414
Yes	Sharon Wilt	Alternate	R	304-433-7456	3780 Whikers Larue Rd Apt 2	Charles Town	WV	25414
Yes	Steven Ourand	Alternate	R	410-707-6320	737 Barksdale Dr	Charles Town	WV	25414
Yes	William Chapman	Alternate	R	304-620-3944	19 Anthem St	Ranson	WV	25438
Yes	David Kyzner	Alternate	R	703-850-6443	313 Mountain Laurel Blvd	Ranson	WV	25438
Yes	Erich Nathan	Alternate	R	760-443-5220	85 Campbell Dr	Charles Town	WV	25414
Yes	Clifton Carter	Alternate	R	304-261-1743	70 Marie Dr	Charles Town	WV	25414
Yes	Richard Beaulieu	Alternate	U-1	240-375-2054	1638 Rolling Lane	Harpers Ferry	WV	25425
Yes	KC Brewster	Alternate	U-1	304-620-3251	261 Mason Dr	Harpers Ferry	WV	25425
Yes	Monica Megonigal	Alternate	U-3	703-408-6697	160 Jefferson Ave	Charles Town	WV	25414

Precinct	Name	Position	Party	Telephone No.	Mail Street	Mail City	Mail State	Mail ZIP	Early Voting
	Jerry Franklin		R	304-620-8289	228 Cassilis Ln	Charles Town	WV	25414	Interested
	Pedro V. Gonzalez		NP	304-941-8169	63 Monumental Dr	Charles Town	WV	25414	
	Wanda Juraschek		R	540-327-7547	312 Baltusrol Dr	Charles Town	WV	25414	
	Shannon Demir		D	757-768-4541	38 Peach Tree Dr	Ranson	WV	25438	
	Lily Geyer		NP	580-919-1820	3307 Warm Springs Rd	Shen Jct	WV	25442	
	Samantha Stanton		NP	423-943-1765	13 Camden Dr	Charles Town	WV	25414	
	John Berezny		D	610-331-3376	43 Sleepy Hollow Ct	Charles Town	WV	25414	
	Holly Perllick		NP	703-403-5452	423 Thoroughbred Dr	Charles Town	WV	25414	
	Lance Newman		NP	719-651-8753	442 Mount Hammond Ln	Charles Town	WV	25414	
	Terri Mehling		NP	304-261-6046	66 Dianne Ct	Charles Town	WV	25414	
	Renee Lafaver		R	304-283-8498	72 Arabian Pl	Charles Town	WV	25414	
	Laurie Tell		R	301-768-9491	40 Gingerbread Ln	Harpers Ferry	WV	25425	
	Michelle Page		D	304-279-5675	408 S Reymann St	Ranson	WV	25438	
	Jonathan Page		D	304-995-8413	408 S Reymann St	Ranson	WV	25438	
	Jonathan Moss		D	540-435-6279	143 S Keller Farm Dr	Shepherdstown	WV	25443	
	Robin Depietro-Jurand		D	304-676-9063	17 Robinson Way	Charles Town	WV	25414	
	David Rampy		NP	703-201-6645	46 Shepherd Village Cir	Shepherdstown	WV	25443	
	Mary O'Hara		D	304-433-2146	62 Shepherd Village Cir	Shepherdstown	WV	25443	
	Jody Meadows		NP	304-283-1138	163 Stratus Dr	Kearneysville	WV	25430	
	Robin Bounds		D	405-209-0167	43 Killian Ln	Charles Town	WV	25414	Already on list
	Bonnie Sitman		D	304-582-3611	81 Hartzell Dr	Shepherdstown	WV	25443	Has worked in the past

AGENDA REQUEST FORM
www.iefersoncounty.wv.org



Name: Cara Keys and Angelina Gray

Department or Organization: Girl Scouts (GSUSA) Jefferson County Service Unit 15-08

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice: **March 19, 2026**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

Girl Scouts: an essential part of Jefferson County's youth programs.

Please provide the County Commission with a description of your request or presentation, including any background information:

Girl Scouts is the largest leadership organization for girls, and it is an essential part of Jefferson County's youth programs. Girl Scouts range in age from Kindergarten through 12th grade, and girls at every level have contributed service projects in our county. These projects include, but are not limited to, picnic tables at public parks, bat boxes, dog waste removal system, building storage sheds and creating recreation plans for non profit daycares, park clean up initiatives, and so much more. Support and encouragement are needed for girls to initiate and complete projects as they sell Girl Scout cookies once a year within the county.

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

No motion needed: Per February 2025 vote, Jefferson County Commission voted unanimously that every March the Jefferson County Commission will recognize and honor Girl Scouts' service contributions with a pin and recognition ceremony. We will be presenting six participating troops on their community service pins.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y Internet/Wi Fi Y Telephone for conference call Y/N

Contact information: Angelina Gray

Email address: gstroop15099@gmail.com

Phone Number: 240-413-3294

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Laura Kuhn

Department or Organization: Fleet & Facilities Management

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: March 19, 2026

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

Request for approval of the Request for Qualifications (RFQ) to solicit a Commercial Real Estate Brokerage Firm for the sale of the County Commission buildings in downtown Charles Town.

Please provide the County Commission with a description of your request or presentation, including any background information:

This is to request approval to issue a Request for Qualifications (RFQ) to solicit a qualified commercial real estate brokerage firm to assist the County with marketing and selling several county-owned buildings in downtown Charles Town.

Is this a funding request? Y/N No

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Move to approve the draft Request for Qualifications to solicit a commercial real estate brokerage firm.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

To: Jefferson County Commission

From: Laura Kuhn, Director - Fleet & Facilities Management

Subject: Authorization to Issue RFQ - Commercial Real Estate Brokerage Services

Date: March 19, 2026

Recent legislation passed by the West Virginia Legislature amended West Virginia code to provide county commissions with greater flexibility in the sale of county-owned property. Historically, counties were generally required to sell property through public auction. The new law allows county commissions to market property more strategically rather than relying solely on the auction process.

We anticipate selling several county-owned buildings in downtown Charles Town as departments move into new facilities. To market these public assets effectively and ensure they sell at fair market value, I am requesting to hire a qualified commercial real estate brokerage firm to help with marketing and selling these properties.

Because commercial real estate brokerage services depend heavily on professional expertise, investor networks, and marketing skills, I recommend using a Request for Qualifications (RFQ) process. An RFQ allows the County to assess firms based on experience, proven success, and marketing abilities rather than choosing a vendor solely on price.

Professional brokerage firms provide specialized services such as market analysis, investor outreach, and the creation of professional marketing materials like Offering Memorandums, which are designed to attract regional and national investors. Using these services helps ensure the County reaches the largest possible group of buyers and maximizes the value.

**JEFFERSON COUNTY COMMISSION
WEST VIRGINIA**



Request for Qualifications (RFQ)

Commercial Real Estate Brokerage Services

Submissions Due:

XXXXX, XXXXX, 2026

X:00 p.m.

REQUEST FOR QUALIFICATIONS (RFQ)
Commercial Real Estate Brokerage Services
Jefferson County Commission
Jefferson County, West Virginia

The Jefferson County Commission is accepting sealed qualification proposals for Commercial Real Estate Brokerage Services to market and sell county-owned properties located in downtown Charles Town, West Virginia.

Questions:

Pre-proposal clarifications or questions regarding this RFQ must be received by email by XXXX, XXXX XX, 2026 at X:00 x.m. Direct your questions to Laura Kuhn, Director of the Department of Fleet & Facilities Management, at Laura.L.Kuhn@jeffcowv.gov. Responses will be issued as an addendum on XXXXX, XXX, 2026.

Submittal:

Please submit seven (7) copies of the proposal in a sealed envelope clearly marked "Brokerage Service." Include any required documentation or forms as instructed in this RFQ. Failure to provide the requested information may result in disqualification.

Deliver Proposals to:

Jefferson County Commission
124 East Washington Street
Charles Town, WV 25414

Proposals must be received by XXXXXXX, 2026 at X:00 p.m in the office of the Jefferson County Commission. Any proposal received after the due date and time will remain unopened.

Proposal Opening:

Proposals will be publicly opened on XXXXXX at X:00 X.m. No decision will be made during the proposal opening. Proposals will be opened, and the name of each brokerage firm will be announced.

Jefferson County reserves the right to accept or reject any or all proposals, to waive technicalities, and to take whatever action is in the best interest of the Jefferson County Commission. Consideration will only be given to written responses to this RFQ. All materials submitted shall become part of the proposal.

1. Introduction

The Jefferson County Commission is seeking qualifications from experienced commercial real estate brokerage firms to provide professional services for the marketing and sale of county-owned properties located in downtown Charles Town that will become surplus as departments relocate to new facilities.

The County intends to select a qualified brokerage firm with demonstrated experience in commercial property marketing, investor outreach, valuation, and transaction management. The selected firm will assist the County in identifying qualified buyers and maximizing the value of these public assets.

2. Purpose of the RFQ

The purpose of this Request for Qualifications (RFQ) is to identify a qualified commercial real estate brokerage firm with the expertise necessary to represent Jefferson County in the marketing and sale of surplus county-owned real estate.

All properties anticipated for sale through this process are located within downtown Charles Town, which serves as the historic and commercial center of the community. These buildings contribute to the character and vitality of the downtown environment.

Jefferson County seeks to market these properties in a manner that attracts qualified buyers whose proposed uses support the economic vitality of downtown Charles Town while respecting the community's historic character and aesthetics.

The RFQ process will allow the County to evaluate brokerage firms based on experience, market knowledge, marketing capabilities, and demonstrated performance. Following evaluation of submissions, the County may enter negotiations with the most qualified firm regarding a listing agreement and commission structure.

3. Scope of Services

The selected broker or brokerage firm may be asked to perform services, including, but not limited to:

- Conducting market analysis and valuation of county-owned properties
- Recommending listing prices and sales strategies
- Developing and implementing comprehensive marketing plans
- Preparing professional marketing materials and property listings
- Developing a professional Commercial Real Estate Offering Memorandum (OM) for each property. The Offering Memorandum should present the property to regional and national investors and include information on the property, market analysis, redevelopment opportunities, and investment highlights.
- Marketing the properties through appropriate commercial real estate platforms, broker networks, and investor outreach

- Promoting the properties to regional and national buyers, investors, and developers
- Coordinating property tours and showings
- Managing communications with potential buyers and brokers
- Assisting the County in reviewing offers and negotiating transactions
- Supporting the County through the due diligence and closing process

The broker will serve as the County's professional advisor during the marketing and sales process.

4. Properties

Jefferson County anticipates the sale of multiple county-owned buildings located in downtown Charles Town that will become available as departments transition to newly acquired facilities.

Specific properties and timelines will be identified following selection of the brokerage firm.

The County reserves the right to assign one or more properties to the selected broker on a case-by-case basis.

5. Minimum Qualifications

Responding firms must demonstrate:

- A valid West Virginia real estate broker license
- Must have an office located in West Virginia.
- Experience providing commercial real estate brokerage services
- Demonstrated success in marketing and selling commercial properties
- Knowledge of the regional commercial real estate market
- Ability to provide professional marketing and investor outreach

Experience representing government entities or institutional clients is preferred.

6. Submittal Requirements

Submittals must be concise, well-organized, and demonstrate the firm's qualifications. Proposals should be ordered and tabbed according to the sections below. If the submission does not adhere to the formatting or if any of the information in the sections below is missing, it may be deemed non-responsive.

Firm Overview

- Company name and contact information
- Year established
- Description of services

- Number of employees and office locations

Relevant Experience

- Description of recent commercial real estate transactions
- Experience marketing and selling similar properties
- Experience working with public agencies or institutional clients

Proposed Team

- Names, resumes, and roles of individuals assigned to the project
- Professional credentials and experience

Marketing Approach

- Description of marketing tools and strategies
- Access to investor networks and listing platforms
- Experience developing Offering Memorandums and investment marketing materials

References

- Provide at least three professional references.

Additional Information

- Provide any additional information that the firm believes will be helpful in the evaluation and selection process

7. Evaluation Criteria

Submissions will be evaluated based on the following:

- Demonstrated experience in commercial brokerage
- Knowledge of the downtown Charles Town market
- Track record of successful property sales
- Strength of marketing strategy and investor outreach
- Qualifications of the proposed team
- References and past client satisfaction
- Understanding of downtown redevelopment and community compatibility

8. Evaluation Process

Interviews and Presentations

The County Commission reserves the right to invite the highest-ranked respondents to participate in an interview or presentation. During this stage, selected firms may be asked to present their qualifications, marketing strategy, and approach to representing Jefferson County in the sale of its properties.

The purpose of the interview process is to allow the County Commission to:

- Gain a deeper understanding of each firm's experience and marketing capabilities
- Ask questions regarding the firm's proposed approach to marketing and selling the properties
- Evaluate the firm's understanding of the downtown Charles Town market and redevelopment opportunities

9. Contract Terms

Following the evaluation of qualifications and any interviews or presentations, Jefferson County intends to enter into contract negotiations with the highest-ranked firm to establish the terms of a listing agreement, including the commission structure and scope of services.

If the County is unable to negotiate a contract acceptable to both parties, the County reserves the right to terminate negotiations and enter into negotiations with the next-highest-ranked firm.

Compensation for brokerage services is anticipated to be based on a commission payable upon the successful sale of the property, as defined in the final listing agreement.

Jefferson County reserves the right to reject any or all submissions and to determine which firm best meets the County's needs and interests.

10. Terms and Conditions:

- The County Commission reserves the right to reject any or all proposals or to award the contract to the next recommended firm if the successful firm fails to execute an agreement within ten (10) calendar days after being notified of the award of this proposal.
- Jefferson County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
- The selected Firm shall be required to enter into a contract agreement with the County Commission. The County Commission reserves the right to reject any agreement that does not conform to this Request for Qualification and any Jefferson County requirements for agreements or contracts.
- Selected Firm shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the Jefferson County Commission.
- The Firm shall not disclose any reports, information, or data provided to or prepared by the Firm under this agreement to any individual or organization without the prior written approval of the Jefferson County Commission.
- Firms must identify specific parts of their proposals that they consider confidential, proprietary, or trade secrets, and provide justification for why such materials, upon request, should not be disclosed by the County Commission under the West Virginia Freedom of Information Act.

- Jefferson County will not be responsible for any expenses the Firm incurs related to preparing its proposal.
- Jefferson County reserves the right to request interviews.
- The County Commission reserves the right to reject any or all proposals, waive technicalities, and take any action deemed in the best interest of the County.
- Jefferson County reserves the right not to hold discussions after award of the contract.
- By submitting a proposal, the Firm agrees that it is satisfied, based on its own investigations of the conditions outlined in this request, and that it fully understands the obligations specified therein.
- The Firm shall abide by and comply with the true intent of the RFQ and its Scope of Work, and shall not exploit any unintentional error, ambiguity, or omission. Instead, it shall fully complete every part in accordance with the true intent and meaning of the scope of services described herein.
- The Firm hereby represents and warrants:
 - That it is currently, or will be when its Proposal is opened, qualified to do business in the State of West Virginia, and that it will take such actions as may be necessary from time to time to maintain such qualification.
 - That it is not in arrears regarding the payment of any monies owed to the State or any of its departments or agencies, including but not limited to taxes and employee benefits, and that it will not fall into arrears during the term of the contract; and that it will comply with all federal, state, and local laws, ordinances, and legally enforceable rules and regulations applicable to its activities and obligations under the contract.
 - That it shall procure, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under the contract;
 - That the facts and matters set forth hereafter in the contract and made a part hereof are true and correct.
- In addition to any other remedies available to Jefferson County, breach of any of the services contracted herein shall, at the election of the County Commission, be grounds for contract termination. The failure of the County Commission to terminate the contract shall not be considered or interpreted as a waiver of such breach or as a waiver of any rights or remedies granted or available to Jefferson County.
- Hold Harmless/Indemnification: If a contract is awarded, the successful Firm will be required to indemnify and hold Jefferson County, its agents and/or employees harmless from and against all liability and expenses, including attorney's fees, howsoever arising or incurred, alleging damage to property or injury to, or death of, any person arising out of or attributable to the Firm's performance of the contract awarded. Any property or work to be provided by the Firm under the contemplated contract will remain at the Firm's risk until written acceptance by the County Commission; and the Firm will replace, at Firm's expense, all such property or work damaged or destroyed by any cause whatsoever, prior to its acceptance by the County.
- Termination for Convenience: Jefferson County may terminate this or any contract, in whole or in part, whenever the County Commission determines that such termination is in the best interest

of the County, without needing to show cause, by providing 30 days written notice to the Firm. Jefferson County shall reimburse all reasonable costs incurred by the Firm up to the date of termination. However, under no circumstances shall the Firm be paid more than the proposed price for the work completed. The Firm will not be reimbursed for any profits that may have been expected but not earned up to the date of termination.

- Termination for Default: If the Firm fails to perform or performs unsatisfactorily, Jefferson County may terminate the contract for default. After termination for default, payment may be withheld at the discretion of the County Commission. A failure by the Firm to meet its contractual obligations shall be considered just cause for termination. The Firm will be paid for services satisfactorily rendered before termination, minus any additional costs incurred by Jefferson County in re-procuring and completing the work.
- The contract resulting from this proposal shall be governed by the laws of the State of West Virginia.

12. Interpretations, Discrepancies, Omissions:

If any Firm finds discrepancies or omissions in the documents or is unsure of their meaning, they should immediately request a written interpretation from the County Commission. All necessary interpretations will be issued to all Firms as addenda to the specifications, and these addenda will become part of the contract documents. Failure to receive any such addendum or interpretation does not relieve a Firm from any obligations under their submitted proposal. Jefferson County will not be responsible for oral instructions or suggestions. All interpretations made by Jefferson County will be issued as addenda, which will be sent to all interested parties if issued.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: David Bound

Department or Organization: Administration

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: **March 19, 2026**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

- 1. Commission Ambulance Fee Exonerations**
- 2. Budget Adjustments**
- 3. Public Safety and Mental Health Initiative Grant**

Please provide the County Commission with a description of your request or presentation, including any background information:

Present budget adjustments.

Present the Public Safety and Mental Health Initiative grant application and supporting documents for signature.

Is this a funding request? **Y/N**

If so, how much? \$ 312,000 (Public Safety and Mental Health Initiative Grant)

Provide exact financial impact/request:

Present budget adjustments.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Requested **motion to approve the Commission Ambulance fee adjustments and exonerations as presented.**

Requested **motion to approve the budget adjustments as presented.**

Requested **motion to approve Public Safety and Mental Health Initiative grant application as presented, to sign the Appendix 1 document and SF-424 Application for Federal Assistance documents.**

Requested **motion to allow the County Administrator to sign the Public Safety and Mental Health Initiative grant supporting documents.**

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information: David Bound

Email address: David.J.Bound@JeffCoWV.gov

Phone Number: 304.728.3284 Ext 1003

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

2025/ 2026 Ambulance Fee Exonerations March 19, 2026

Amount	Reason
15.00	EXONERATION - LATE FEES
55.00	NEVER OWNED PROPERTY BILLED IN ERROR 6/2025 FOR FY25
55.00	NEVER OWNED PROPERTY BILLED IN ERROR 7/2025 FOR FY26
15.00	WAIVE LATE FEES
15.00	WAIVE LATE FEES
54.00	EXONERATION - HOUSE HAS BEEN UNLIVABLE SINCE 2019 PER ASSESSOR'S OFFICE
54.00	EXONERATION - HOUSE HAS BEEN UNLIVABLE SINCE 2019 PER ASSESSOR'S OFFICE
130.00	EXONERATION - SINGLE WIDE MOBILE IS UNLIVABLE & 2ND MOBILE HOME USED FOR STORAGE ONLY VERIFIED BY ASSESSOR'S OFFICE 02/27/26
130.00	EXONERATION - SINGLE WIDE MOBILE IS UNLIVABLE & 2ND MOBILE HOME USED FOR STORAGE ONLY VERIFIED BY ASSESSOR'S OFFICE 02/27/26
15.00	DID NOT RECEIVE THE FY26 INVOICE
65.00	PROPERTY SOLD 3/14/19 DECEASED AND BILLED IN ERROR 7/31/22 FOR FY23
65.00	PROPERTY SOLD 3/14/19 DECEASED AND BILLED IN ERROR 7/31/21 FOR FY22
15.00	DID NOT RECEIVE THE FY26 INVOICE
10.00	DID NOT RECEIVE THE FY26 INVOICE
10.00	DID NOT RECEIVE THE FY25 INVOICE
15.00	DID NOT RECEIVE THE FY26 INVOICE
10.00	DID NOT RECEIVE THE FY25 INVOICE WRONG BILLING ADDRESS
10.00	DID NOT RECEIVE THE FY26 INVOICE WRONG BILLING ADDRESS
15.00	DID NOT RECEIVE THE FY25 INVOICE
15.00	DID NOT RECEIVE THE FY26 INVOICE
11.00	PER ASSESSORS RECORDS PROPERTY OWNER-OCCUPIED BILLED AS NON-OWNER OCCUPIED
11.00	PER ASSESSORS RECORDS PROPERTY OWNER-OCCUPIED BILLED AS NON-OWNER OCCUPIED
54.00	NEVER OWNED PROPERTY BILLED IN ERROR 7/2025 FOR FY26
54.00	NEVER OWNED PROPERTY BILLED IN ERROR 6/2025 FOR FY25
54.00	NEVER OWNED PROPERTY BILLED IN ERROR 7/2023 FOR FY24
54.00	NEVER OWNED PROPERTY BILLED IN ERROR 7/2022 FOR FY23
54.00	PROPERTY SOLD 9.30.24 BEFORE THE FY25 INVOICES WERE ISSUED 6/2025 NO BALANCE DUE AT CLOSING
30.00	DID NOT RECEIVE THE FY26 INVOICE
54.00	PROPERTY SOLD 8.12.24 BEFORE THE FY25 INVOICES WERE ISSUED 6/2025 NO BALANCE DUE AT CLOSING
26.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
26.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
26.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
15.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
15.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
15.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
15.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
15.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
65.00	PROPERTY SOLD 10.10.24 BEFORE THE FY25 INVOICES WERE ISSUED 6/2025 NO BALANCE DUE AT CLOSING
15.00	DID NOT RECEIVE THE FY26 INVOICE
26.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
26.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
26.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
26.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
15.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
15.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
15.00	DID NOT RECEIVE THE FY26 INVOICE
15.00	DID NOT RECEIVE THE FY26 INVOICE
15.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
15.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
15.00	DID NOT RECEIVE THE FY26 INVOICE
15.00	DID NOT RECEIVE THE FY26 INVOICE
15.00	EXONERATION - LATE FEE
15.00	EXONERATION - LATE FEE

2025/ 2026 Ambulance Fee Exonerations March 19, 2026

Amount	Reason
15.00	EXONERATION - LATE FEE
15.00	EXONERATION - LATE FEE
35.00	EXONERATION - DECEASED - SOLD 07/31/23
35.00	EXONERATION - DECEASED - SOLD 07/31/23
35.00	EXONERATION - DECEASED - SOLD 07/31/23
35.00	EXONERATION - DECEASED - SOLD 07/31/23
15.00	DID NOT RECEIVE THE FY26 INVOICE
15.00	DID NOT RECEIVE THE FY26 INVOICE
120.00	PROPERTY SOLD 10.10.24 BEFORE THE FY25 INVOICES WERE ISSUED 6/2025 NO BALANCE DUE AT CLOSING REQUESTING LATE FEE WAIVED
75.00	PROPERTY SOLD 10.10.24 BEFORE THE FY25 INVOICES WERE ISSUED 6/2025 NO BALANCE DUE AT CLOSING REQUESTING LATE FEE WAIVED
60.00	PROPERTY SOLD 10.10.24 BEFORE THE FY25 INVOICES WERE ISSUED 6/2025 NO BALANCE DUE AT CLOSING REQUESTING LATE FEE WAIVED
50.00	PROPERTY SOLD 10.10.24 BEFORE THE FY25 INVOICES WERE ISSUED 6/2025 NO BALANCE DUE AT CLOSING REQUESTING LATE FEE WAIVED
60.00	PROPERTY SOLD 10.10.24 BEFORE THE FY25 INVOICES WERE ISSUED 6/2025 NO BALANCE DUE AT CLOSING REQUESTING LATE FEE WAIVED
10.00	DID NOT RECEIVED THE FY26 INVOICE
15.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
15.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
54.00	PROPERTY SOLD 6.23.21 BILLED IN ERROR 7/31/21 FOR FY22
15.00	DID NOT RECEIVED THE FY26 INVOICE
15.00	DID NOT RECEIVED THE FY26 INVOICE
15.00	DID NOT RECEIVED THE FY26 INVOICE
15.00	EXONERATION - LATE FEE
15.00	EXONERATION - LATE FEE
15.00	EXONERATION - LATE FEES - TRYING TO GET ACCOUNTS CURRENT
15.00	EXONERATION - LATE FEES - TRYING TO GET ACCOUNTS CURRENT
15.00	EXONERATION - LATE FEES - TRYING TO GET ACCOUNTS CURRENT
15.00	EXONERATION - LATE FEE THOUGHT THE 2ND INVOICE WAS A DUPLICATE
15.00	EXONERATION - LATE FEES
15.00	EXONERATION - LATE FEES
35.00	EXONERATION - DECEASED - PROPERTY SOLD
35.00	EXONERATION - DECEASED - PROPERTY SOLD
35.00	EXONERATION - DECEASED - PROPERTY SOLD
10.00	DID NOT RECEIVED THE FY26 INVOICE
15.00	DID NOT RECEIVED THE FY26 INVOICE
15.00	DID NOT RECEIVED THE FY26 INVOICE
15.00	DID NOT RECEIVED THE FY26 INVOICE
54.00	PROPERTY SOLD 11.20.23 BILLED 6/2025 FOR FY25
15.00	ACCOUNT WAS TRANSFERRED TO A TRUST FOR FY26 PAYMENT FOR FY26 WAS MAILED BACK BECAUSE IT HAD THE OLD CUSTOMER # AND THERE WAS NO BALANCDE DUE
15.00	DID NOT RECEIVE THE FY25 INVOICE
15.00	NEVER OWNED PROPERTY BILLED IN ERROR
15.00	NEVER OWNED PROPERTY BILLED IN ERROR
15.00	NEVER OWNED PROPERTY BILLED IN ERROR
15.00	DID NOT RECEIVE THE FY26
15.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
15.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
15.00	DID NOT RECEIVE THE FY26 INVOICE
15.00	DID NOT RECEIVE THE FY26 INVOICE
5.00	DID NOT RECEIVED THE FY26 INVOICE
15.00	DID NOT RECEIVED THE FY26 INVOICE
54.00	PROPERTY SOLD 11.19.24 BEFORE THE FY25 INVOICES WERE ISSUED 6/2025 NO BALANCE DUE AT CLOSING
15.00	DID NOT RECEIVE THE FY26 INVOICE
34.00	DID NOT RECEIVED THE FY26 INVOICE AND PER THE ACCESSORS RECORDS THE OWER IS HOMESTEAD EXEMPT AND DID NOT RECEIVE THE REDUCED RATE
65.00	PER ASSESSORS RECORDS PERSONAL PROPERTY IS STORAGE ONLY

2025/ 2026 Ambulance Fee Exonerations March 19, 2026

Amount	Reason
65.00	PER ASSESSORS RECORDS PERSONAL PROPERTY IS STORAGE ONLY
65.00	PER ASSESSORS RECORDS PERSONAL PROPERTY IS STORAGE ONLY
54.00	PROPERTY SOLD 7/1/25 BEFORE THE FY26 INVOICES WERE ISSUED ON 7/31/26 NO BALANCE DUE AT CLOSING
15.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
15.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
15.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
15.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
15.00	DID NOT RECEIVE THE FY26 INVOICE
15.00	PROPERTY SOLD 8.19.24 PRIOR TO THE FY25 INVOICES WERE ISSUED 6/2025 NO BALANCE DUE AT CLOSING
15.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
15.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
15.00	DID NOT RECEIVE THE FY26 INVOICE
39.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
39.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
15.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
15.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
15.00	DID NOT RECEIVE THE FY26 INVOICE
15.00	DID NOT RECEIVE THE FY26 INVOICE
15.00	DID NOT RECEIVE THE FY26 INVOICE
15.00	DID NOT RECEIVE THE FY26 INVOICE
15.00	DID NOT RECEIVE THE FY26 INVOICE
15.00	DID NOT RECEIVE THE FY26 INVOICE
15.00	DID NOT RECEIVE THE FY26 INVOICE
15.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
15.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
15.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
15.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
15.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
35.00	PROPERTY SOLD 11.19.24 PRIOR TO THE FY25 INVOICES WERE ISSUED 6/2025 NO BALANCE DUE AT CLOSING
15.00	DID NOT RECEIVE THE FY26 INVOICE
20.00	WRONG BILLING ADDRESS DID NOT RECEIVE INVOICE
<u>3,669.00</u>	



JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 **Fax:** (304) 725-7916

Web: www.jeffersoncountywv.org

PRESIDENT

Pasha Majdi

COMMISSIONER

Jack Hefestay

COMMISSIONER

Cara Keys

COMMISSIONER

Steve Stolipher

COMMISSIONER

Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: March 19, 2026

Re: Fiscal Note: JC Commission Ambulance Bill Exonerations

JC Commission staff has provided a list of exonerations totaling \$3,669

The items listed as unlivable, or owner occupied have been confirmed with the Assessor's office records, duplicated billings have been confirmed and corrected by staff, and line items noted as sold will be billed to the owner as of July 1 of the current and future years.

Jefferson County, West Virginia
 Department of Financial Management
 Budget Revision for Fiscal Year Ending June 30, 2026
 Internal Budget Revision
 IBR # FY25-008

Narrative:

TRANSFER FOR FUNDING OPERATIONS

Budget Line No.	Account Name	Approved Budget	Requested Additions	Requested Reduction	Revised Budget
001428.435500	INFO TECH SUPPORT	56,400	64,480		120,880
001428.422200	DUES AND SUBSCRIPTIONS	325		325	-
001428.423000	CONTRACTED SERVICES	38,203		19,155	19,048
001428.435400	COMPUTER HARDWARE	263,000		45,000	218,000

Requested by: Gabriel Areizaga

Approved by:(department head/elected): _____

Date: _____

Reviewed by: David Bound as Chief Financial Officer 3/19/26

David Bound / Chief Financial Officer

Date Submitted to County Commission: _____

19-Mar-26

Date Approved: _____

19-Mar-26

Authorizing Signature: _____



JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 **Fax:** (304) 725-7916

Web: www.jeffersoncountywv.org

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Steve Stolipher

COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: March 19, 2026

Re: Fiscal Note: FY26 Budget Adjustments IT Operations

Staff has presented the following department budget transfers for FY26 internal budget adjustments. The presented items are dollar for dollar account exchanges and are within FY26 budget.

Information technology	
Info tech support	\$64,480
Dues and subscriptions	(325)
Contracted Services	(19,155)
Computer Hardware	(45,000)



JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 **Fax:** (304) 725-7916

Web: www.jeffersoncountywv.org

PRESIDENT

Pasha Majdi

COMMISSIONER

Jack Hefestay

COMMISSIONER

Cara Keys

COMMISSIONER

Steve Stolipher

COMMISSIONER

Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound
Kayla Whetstone

Date: March 19, 2026

Re: Fiscal Note: Public Safety and Mental Health Initiative Grant

The Public Safety and Mental Health Initiative Grant is available through the Bureau of Justice Assistance to support service networks addressing mental illness and substance use. This grant will be applied to support the intended Jefferson County Day Report Center in day-to-day expenses including supplies and personnel costs.

Total project cost over the 3-year project period:	\$1,170,000
Total Federal grant application amount:	\$858,000
Total County Match Responsibility over the 3-year project period:	\$312,000

The matching funds would come from available Opioid funds.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Edwina Benites-LM

Department or Organization: County Commission Administration

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice: **March 19, 2026**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

- **Public Hearing: Eastern Panhandle HOME Consortium**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information: Cory Roman, croman@cityofmartinsburg.org

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nathan Cochran**

Department or Organization: **Prosecuting Attorney's Office**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 19, 2026**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Report by legal counsel**

Please provide the County Commission with a description of your request or presentation, including any background information:

- A. Report by counsel on Jefferson County Commission’s options for representation on Charles Town Utility Board and options to increase service to the citizens of Jefferson County.**
- B. Report by counsel on Jefferson County Circuit Court Case No. CC-19-2023-C-221 and consideration of recent developments in the case.**

Is this a funding request? **No**

If so, how much? **\$**

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **No** Internet/Wi Fi **No** Telephone for conference call **No**

Contact information: **Jaymee Houser**

Email address: **jhouser@jcpawv.org**

Phone Number: **304-728-3318**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Edwina Benites-LM, county administrator

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 15-30 minutes

Date Requested – 1st Choice: **March 19, 2026**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

WV Legislative Session Overview

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

**Charles Town Utility Board
Regular Board Meeting
January 14, 2026**

The Charles Town Utility Board held a regular meeting on January 14, 2026 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker, Board Member and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemeyer, Secretary; and Cindy Wilson, Legal Counsel (Zoom).

County Commission Liaison, Commissioner Mike Mood was absent from the meeting.

CALL TO ORDER

The Chairman called the meeting to order at 4:00 P.M.

The Chairman swore in Mr. Maxey for another three-year term as a CTUB board member.

Action: No action taken by the Board.

APPROVAL OF MINUTES

Approval of December 10, 2025 Special Meeting Minutes

Approval of December 18, 2025 Special Meeting Minutes

The Chairman called for changes or corrections to the December 10, 2025 and December 18, 2025 special meeting minutes. Mrs. Parker had a question on a motion in the December 10th minutes.

Action: Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the December 10, 2025 and December 18, 2025 special meeting minutes as presented.

PUBLIC COMMENT

Public comment was received by Jacquelyn Milliron.

ELECTION OF OFFICERS

Action: Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved the nomination of Mr. Maxey as Vice Chairman. Mr. Maxey accepted the nomination.

Action: Motion made by Mr. Kratovil, second by Mr. Maxey, the Board unanimously approved the nomination of Mr. Pierson as Treasurer. Mr. Pierson accepted the nomination.

Action: Motion made by the Chairman, second by Mrs. Parker, the Board unanimously approved the nomination of Ms. Stottlemeyer as Secretary. Ms. Stottlemeyer accepted the nomination.

UNFINISHED BUSINESS

Update on WV PSC Case 25-1000-LRR-WS-C - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within

the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

This item was moved to the end of the meeting.

Action: No action required by the Board.

NEW BUSINESS

Collection System Project – Resolution No. 23 – CWSRF No. 7, EEFG No. 5, Pay App No. 10

Mrs. Stolipher included the pay application for Resolution No. 23 in the amount of \$485,998.56 for work completed.

Action: Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved Resolution No. 23 – CWSRF No. 7, EEFG Payment No. 5, Pay App No. 10.

Collection System Project – Resolution No. 24 – CIF Payment No. 17

Mrs. Stolipher included the pay application for Resolution No. 24 in the amount of \$54,765.78 for work completed.

Action: Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved Resolution No. 24 – CIF Payment No. 17.

Draft Maintenance Agreement Kings Crossing Subdivision

Mrs. Stolipher presented a draft Maintenance Agreement for Kings Crossing subdivision similar to the agreement the Board approved for the RiverPointe subdivision. Mrs. Stolipher mentioned the developer is currently working on a punch list provided by CTUB for the asset acceptance of Phase I which does include a pump station. In the meantime, the developer has requested an Operation and Maintenance agreement for the pump station and collection system prior that that asset acceptance.

Mrs. Stolipher mentioned the developer has outstanding inspection fees due to CTUB for Kings Crossing and Huntfield and recommended those fees be paid prior to entering into this agreement. Being the Huntfield AMEA is over twenty years old, the developer believes the language for paying inspection fees is unclear and has issues with paying those fees. Mrs. Stolipher raised this issue with the attorney and Mrs. Wilson agreed the developer is responsible for the fees. The Board provided discussions. Mrs. Stolipher also mentioned WVDEP is involved due to the health and safety risks with the Kings Crossing system being properly maintained.

Action: Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously tabled the agreement until further discussions with the attorney on the outstanding inspection fees.

Jefferson County Parks and Recreation – Request for Sewer Service for Hite Road Park

Mrs. Stolipher provided a follow-up letter from Jefferson County Parks and Recreation as a formal request for the potential extension of public sewer service to the James Hite Park located in Kearneysville. The letter requests the associated costs and planning guidance for the potential connection. The Board provided discussions and directed Mrs. Stolipher to proceed by drafting a high-level cost evaluation on an extension to the facility and bring back to the Board for review.

Mr. Maxey requested Mrs. Stolipher reach out to the Board of Education to see if they are interested in connecting the North Jefferson Elementary School by taking advantage of possible cost sharing with this extension in that area.

Action: No action required by the Board.

GDF Draft Wastewater Treatment and Collections Preliminary Engineering Report and Review of Plant Design Parameters, Schedule and Anticipated Costs

Chris Eckenrode from GDF gave a high-level presentation on the draft Preliminary Engineering Report (PER) prepared by Dave Pederson, another P.E. at GDF. He discussed peak flows, BOD and Ammonia levels, average gallons per day, operating costs, plant processes, potential plant locations and, cost and schedule estimates. Mr. Eckenrode mentioned they will begin preliminary design on the plant within the month. He also discussed the need to upgrade the Tuscawilla Plant by replacing the membranes and install a second filter. Mrs. Stolipher mentioned the possibility to purchase the property on the opposite side of City National Bank for future expansions.

The Board provided discussions and was in favor with moving forward with replacing the membranes at Tuscawilla. Mrs. Stolipher will work with Mr. Eckenrode to prepare bid documents for that project. The Board will provide Mr. Eckenrode with comments/revisions on the draft PER. Mrs. Stolipher mentioned Mr. Eckenrode will provide the Board with regular updates on the project and discussed the potential need for a bond issuance for this project as well as the water plant expansion project. The Board provided further discussions.

Action: No action required by the Board.

Corporate Authorization Resolution – United Bank

Mrs. Stolipher provided the Corporate Authorization Resolution to authorize current board members as signers on the accounts at United Bank.

Action: Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the Corporate Authorization Resolution.

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided her report on this month's sewer and water efforts including the NPDES renewal filing, the Deerfield permit renewal, and preparing a request letter to the State regarding the conversion of the corrosion control inhibitor at the Water Plant. She is also waiting for the final decision from the insurance company on the cyber issue previously discussed, but appears it has been denied.

Mrs. Parker questioned whether more staff is needed to handle the operations and what the Board can do to support that.

Action: No action required by the Board.

Chairman Report

The Chairman discussed the possible need in the future to move the CTUB office as it continues to grow and both CTUB and the City are continuing to work on the Compensation Study to evaluate salaries and benefits for employees.

Action: No action required by the Board.

APPROVAL OF BILLS

January 14, 2026

Action: Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the payment of the bills.

Mrs. Parker asked for clarification on the chart included in the Utility Manager report as mentioned in public comments. Mrs. Stolipher reviewed the charts showing the gallons for each plant.

EXECUTIVE SESSION

Update on WV PSC Case 25-1000-LRR-WS-C - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

Action: Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved convening into Executive Session at 5:32 P.M. to discuss WV PSC Case 25-1000-LRR-WS-C - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code. The Chairman invited Stephanie Grove, Legal Counsel for the City of Charles Town, to participate in the executive session discussion on the PSC complaint case.

The Board convened back into public session at 6:16 P.M.

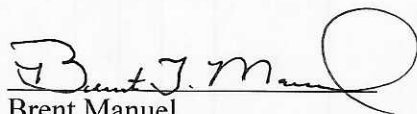
ADJOURNMENT

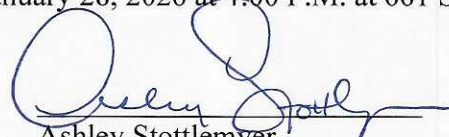
There being no further business at this time, the Board adjourned the meeting.

Action: Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved to adjourn the meeting at 6:17 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, January 28, 2026 at 4:00 P.M. at 661 S. George Street.


Brent Manuel
Chairman


Ashley Stottlemeyer
Secretary

**Charles Town Utility Board
Regular Board Meeting
January 28, 2026**

The Charles Town Utility Board held a regular meeting on January 28, 2026 at 4:00 P.M. Members of the Board present were; John Maxey, Vice Chairman; Heidi Parker, Board Member and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemeyer, Secretary; Cindy Wilson, Legal Counsel (Zoom) and County Commission Liaison, Commissioner Mike Mood.

Chairman, Brent Manuel, and Treasurer, Duke Pierson, were absent from the meeting.

CALL TO ORDER

The Vice Chairman called the meeting to order at 4:00 P.M.

APPROVAL OF MINUTES

Approval of January 14, 2026 Regular Meeting Minutes

The Vice Chairman called for changes or corrections to the January 14, 2026 regular meeting minutes.

Action: Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved the January 14, 2026 regular meeting minutes as presented.

PUBLIC COMMENT

No public comment was received.

UNFINISHED BUSINESS

Update on WV PSC Case 25-1000-LRR-WS-C - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

This item was moved to the end of the meeting.

Action: Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved moving this item to the end of the meeting to discuss in Executive Session.

WV-002 Charles Town Road Tank – Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(7) - To plan or consider an official investigation or matter relating to crime prevention or law enforcement.

This item was moved to the end of the meeting.

Action: Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved moving this item to the end of the meeting to discuss in Executive Session.

Draft Maintenance Agreement Kings Crossing Subdivision

This item was moved to the end of the meeting.

Action: Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved moving this item to the end of the meeting to discuss in Executive Session.

GDF Wastewater Preliminary Engineering Report

Last month Chris Eckenrode provided the Board with a draft Preliminary Engineering Report (PER). Mrs. Stolipher requested the Board provide comments on the report by February 6th. She mentioned Mr. Eckenrode will prepare an Engineering Services agreement for the wastewater plant expansion and the Tuscawilla plant membrane replacement proposal for the next meeting. The Board provided discussions. Mrs. Parker had questions on the report which she will summarize in an email to Mr. Eckenrode. Mr. Eckenrode addressed Mr. Maxey's questions relating to a projected schedule.

Action: No action required by the Board.

Jefferson County Parks and Recreation – Request for Sewer Service for Hite Road Park

Mrs. Stolipher provided as follow-up from last meeting, staff has prepared an exhibit to illustrate the sewer extension to the Hite Road Park and a high-level cost estimate. Also included is the potential connection to the North Jefferson Elementary School. Mrs. Stolipher has not reached out to the School Board yet as she wanted to bring it to the Board first. She will provide the information to Parks and Recreation and reach out to the School Board to see if they are interested. The Board provided discussions. Mrs. Stolipher mentioned an estimated 12% cost for engineering services for a project.

Action: No action required by the Board.

NEW BUSINESS

GDF - Collection System Project – Change Order #3

Mrs. Stolipher included Change Order #3 which includes items relating to the Augustine Avenue boring and Jetts Farm pump station for a decrease of \$36,183.50.

Action: Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved Change Order #3.

South George Street Property Information for Consideration for Future CTUB Expansion

Mrs. Stolipher included the property listing for a parcel of land on the opposite side of City National Bank next to the existing wastewater treatment plant as discussed last meeting. She mentioned if the Board decides to utilize the existing plant site for the expansion, this parcel would be recommended to be expanded upon for storage, etc. The Board provided discussions and once they decide on a site for a future plant, they will consider the need for the property at that time.

Action: No action required by the Board.

Cooley Public Strategies Update and 1st Quarter Approach

Mrs. Stolipher recommended discussing this item in Executive Session under WV Code Section §6-9A-4(b)(9). Mrs. Wilson stated the Board may discuss this item in Executive Session as there is a provision to discuss matters of commercial competition.

Action: Motion made by Mrs. Parker, second by Mr. Kratovil the Board unanimously approved moving this item to the end of the meeting to discuss in Executive Session.

Draft Burns Farm Extension Agreement Renewal - Possible Executive Session Under: WV State Code Section §6-9A-4(b)(9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters.

Mrs. Stolipher provided the current agreement expires on March 31, 2026 and with the death of one of the owners listed in the agreement, the other owner preferred to revise the agreement removing the deceased and renew until March 31, 2027 with a provision for a one-year extension until March 31, 2028 if he did not opt to continue with the land application. The Board provided discussions.

Action: Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously directed the attorney to review the agreement for alignment with the current Biosolids Application Policy and bring it back for approval at the next meeting.

Summit Point Motorsports Park Funding Update

Mrs. Stolipher provided the grant application for \$10.6 million for the onsite water and wastewater facility was submitted to the State, but has come back with only approving a grant for \$4 million. She suggested looking into creative funding options available by working with Region 9 and the County Commission to cover the shortfall without effecting existing rate payers. Edwina Benites, County Administrator, provided that the JCDA will partner with West Virginia American Water if CTUB is unable to provide water and sewer to the site, but JCDA will partner with CTUB if funding could be worked out.

The Board provided discussions and requested staff explore funding options, including exploring a TIFF, and bring back for discussion at the next meeting. Rachel Miller provided that Region 9 can request the State hold the \$4 million for this project until the funding package is final.

Action: Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously requested staff to evaluate financial possibilities for making up the \$6 million difference for the Summit Point project, including TIFF districts and other options the JCDA may recommend or the County Commission may assist with as well as possible bonding and providing projections of future revenue and present back at the next meeting.

Tuscawilla PEW Pump Quotes

Mrs. Stolipher included two quotes for a new PEW pump for the Tuscawilla plant, the lesser being from iM Motors for \$31,478.00. The Board provided discussions.

Action: Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved the lesser quote for a new pump at Tuscawilla.

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided her report on this month's sewer and water efforts including the snow clearing by staff, several water main breaks, water freeze-ups and pump station issues. Mrs. Shultz mentioned the December 2025 Revenue and Expense report will be provided at the next meeting. She provided in the packet the Compiled Financial Statement for FY2025 that will be audited by March 13th.

Action: No action required by the Board.

Chairman Report

The Chairman was absent from the meeting.

Action: No action required by the Board.

APPROVAL OF BILLS

January 28, 2026

Action: Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved the payment of the bills.

EXECUTIVE SESSION

Update on WV PSC Case 25-1000-LRR-WS-C - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

WV-002 Charles Town Road Tank – Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(7) - To plan or consider an official investigation or matter relating to crime prevention or law enforcement.

Draft Maintenance Agreement Kings Crossing Subdivision

Cooley Public Strategies Update and 1st Quarter Approach

Action: Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved convening into Executive Session at 5:02 P.M. to discuss the four items noted earlier in the meeting.

The Board convened back into public session at 6:04 P.M.

Action: Motion made by Mr. Kratovil, second by Mrs. Parker, the Board unanimously approved the draft maintenance agreement with Kings Crossing Subdivision on the condition that CTUB receives payment for the outstanding invoices and authorize the Chairman to sign the agreement at that time.

Action: Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the Cooley Public Strategies with alterations as recommended by the Attorney.

Mrs. Stolipher also included in the packet the letter sent to the Bureau for Public Health notifying them of the Corrosion Control Inhibitor Conversion at the Water Plant in March for better quality water and reduced costs.


ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting.

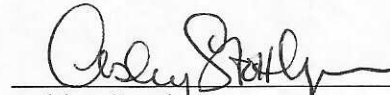
Action: Motion made by Mr. Kratovil, second by Mrs. Parker, the Board unanimously approved to adjourn the meeting at 6:11 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, February 11, 2026 at 4:00 P.M. at 661 S. George Street.



John Maxey
Vice Chairman



Ashley Stottlemeyer
Secretary

**Charles Town Utility Board
Regular Board Meeting
February 5, 2026**

The Charles Town Utility Board held a special meeting on February 5, 2026 at 4:00 P.M. Members of the Board present were; Brent Manuel, Chairman; John Maxey, Vice Chairman; Heidi Parker, Board Member and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; and Cindy Wilson, Legal Counsel (Zoom).

County Commission Liaison, Commissioner Mike Mood absent from the meeting.

CALL TO ORDER

The Chairman called the meeting to order at 4:00 P.M.

PUBLIC COMMENT

No public comment was received.

NEW BUSINESS

Utility Manager Posting - Possible Executive Session Under: WV State Code Section 6-9A-4(b)(2)(A) - Matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open meeting.

Mrs. Stolipher did not wish to go into Executive Session for any discussions. The Chairman provided the Board with the Utility Manager's resignation letter which requested consideration for a two-week notice as opposed to 30 days as listed in her employment contract. The Board provided discussions and requested the Utility Manager finish out the 30 days since the date the letter of resignation was submitted.

Action: Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously accepted Mrs. Stolipher's letter of resignation with the caveat the 30-days' notice requirement per the employee contract.

The Board provided discussions and asked Mrs. Shultz if she would accept being the Interim Utility Manager until the position is filled. Mrs. Shultz accepted and will work with staff and outside consultants, including Chris Eckenrode, to continue to run the daily operations. Mrs. Parker suggested a possible stipend for employees who take on additional duties in the interim, but Mr. Maxey suggested reviewing that with the Attorney first. The Board and the Attorney will review the job posting and job description for next meeting so posting may proceed. The Chairman will reach out to the firm performing the Class and Compensation study to see if they have reviewed the Utility Manager position description.

The Chairman also presented the Board with a statement drafted by the PR firm to be released to the public. The Chairman and Mrs. Parker thanked Mrs. Stolipher for her service.

Action: Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously appointed Mrs. Shultz as the Interim Utility Manager, specially with staff and the Board will assume any leadings of meetings or outreach to the public.

The Board provided more discussions and Mr. Maxey suggested for next meeting the Board also draft a list of advertising avenues for the job posting. Mr. Pierson suggested possibly using a 3rd party for posting the job position. The Board will discuss next meeting.

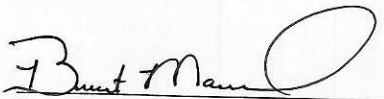
ADJOURNMENT


There being no further business at this time, the Board adjourned the meeting.

Action: Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved to adjourn the meeting at 4:22 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, February 11, 2026 at 4:00 P.M. at 661 S. George Street.


Brent Manuel
Vice Chairman


Ashley Stottlemeyer
Secretary

**Charles Town Utility Board
Regular Board Meeting
February 11, 2026**

The Charles Town Utility Board held a regular meeting on February 11, 2026 at 4:00 P.M. Members of the Board present were; Brent Manuel, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker, Board Member and Patrick Kratovil, Board Member (Zoom). Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemeyer, Secretary; and Cindy Wilson, Legal Counsel (Zoom).

County Commission Liaison, Commissioner Mike Mood was absent from the meeting.

CALL TO ORDER

The Chairman called the meeting to order at 4:00 P.M.

APPROVAL OF MINUTES

Approval of January 28, 2026 Regular Meeting Minutes

The Chairman called for changes or corrections to the January 28, 2026 regular meeting minutes.

Action: Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved the January 28, 2026 regular meeting minutes as presented.

Approval of February 5, 2026 Special Meeting Minutes

The Chairman called for changes or corrections to the February 5, 2026 special meeting minutes.

Action: Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the February 5, 2026 special meeting minutes as presented.

PUBLIC COMMENT

Public comment was received by Kelly Browne, Jacqueline Milliron and Christine Wimer.

UNFINISHED BUSINESS

Update on WV PSC Case 25-1000-LRR-WS-C - Possible Executive Session under the provision of W. VA Code §6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

This item was moved to the end of the meeting.

Action: No action required by the Board.

Draft Burns Farm Extension Agreement Renewal - Possible Executive Session Under: WV State Code §6-9A-4(b)(9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters.

This item was moved to the end of the meeting.

Action: No action required by the Board.

Summit Point Motorsports Park Funding Update

At the last meeting the Board directed Staff to evaluate financial possibilities. Mr. John Stump, from Steptoe and Johnson, briefed the Board on the financial scenarios for a \$3 million bond and \$6 million bond issuance prepared by Mr. John Kunkle, CTUB's accountant, which he provides both options are financially feasible. Mrs. Shultz added that both Mr. Kunkle's pro formas show there is enough debt coverage currently without a rate impact to current customers. The Board provided discussions. Mr. Stump mentioned CTUB cannot fund a bond, but must go through City Council. The Board agreed that CTUB should be the utility to operate the facilities, but unsure of the financial avenue to get there without affecting ratepayers.

Action: **Motion made by Mr. Maxey for CTUB to reaffirm its prior support for providing water and wastewater service to the Summit Point Motorsports Park Project, as previously contemplated under a State-funded structure. The Board recognizes that the State grant amount has been materially reduced and that this change alters the financial assumptions underlying the Board's prior action. As a municipal utility without independent bonding authority, CTUB cannot finance development-related infrastructure and will not support any financing structure that places development-related financial risk on utility ratepayers or City resources. The Board looks forward to working with the Jefferson County Development Authority, Jefferson County Commission and other partners to identify a lawful and financially sound structure consistent with these principles.**

Mr. Pierson amended the motion that no dollar figure be attached at this time. Mr. Maxey agreed to the friendly amendment and Mr. Pierson seconded the motion, after discussions from the Board, the Board unanimously approved the motion.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, with discussions from the Board, the Board approved authorizing publication of an RFP for engineering services to evaluate water and wastewater service alternatives for the Summit Point Motorsports Park. The RFP shall specify that the purpose of the preliminary engineering report is to assess current service needs, right-size infrastructure based on exiting business demand, evaluate modular and phased design alternatives, and identify options that minimize upfront capital costs. Mr. Pierson voted against the motion.**

Utility Manager Posting - Possible Executive Session under the provision of W. VA Code §6-9A-4(b)(2)(A)- Matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open meeting.

This item was moved to the end of the meeting.

Action: **No action required by the Board.**

NEW BUSINESS

Rate Study Request for Proposals

The Chairman provided that proposals were received from Quantum and Willdan Financial Services. The Board provided discussions.

Action: Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved the RFP for Willdan Financial Services.

Steptoe and Johnson Engagement Letter

The Chairman provided the Engagement Letter for Steptoe and Johnson relating to environmental issues, human resource and bonds was included in the packet for the Board's review.

Action: Motion made by Mr. Kratovil, second by Mr. Maxey, the Board unanimously authorized the General Manager to move forward with signing the Engagement Letter.

GDF – Wastewater Plant Agreement between Owner and Engineer for Professional Services

Chris Eckenrode from GDF briefed the Board. Mrs. Wilson has reviewed the agreement and the Board provided discussions.

Action: Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved the Wastewater Plant Agreement between the Owner and Engineer for Professional Services.

Tuscawilla Plant Membrane Replacement Request for Proposals

Mr. Eckenrode briefed the Board on the Tuscawilla membrane replacement.

Action: Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously accepted the RFP for Tuscawilla as submitted.

Cantor Hollow Additional Engineering Proposal

Mr. Eckenrode provided since the project has changed hands multiple times, the pump station will not fit at the old area it was envisioned to go so modifications were made and the project is almost bid ready.

Action: Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the additional engineering proposal for \$28,500.00.

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided her report on this month's sewer and water efforts. Mr. Maxey had a question on the number of CIF's paid last month.

Action: No action required by the Board.

Chairman Report

The Chairman provided the Compensation Study by PayPoint HR is moving along and should have a draft for the Board in the near future.

Action: No action required by the Board.

APPROVAL OF BILLS

February 11, 2026

Action: Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the payment of the bills.

EXECUTIVE SESSION

Update on WV PSC Case 25-1000-LRR-WS-C - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

Draft Burns Farm Extension Agreement Renewal - Possible Executive Session Under: WV State Code §6-9A-4(b)(9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters.

Utility Manager Posting - Possible Executive Session under the provision of W. VA Code §6-9A-4(b)(2)(A)- Matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open meeting.

Action: Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved convening into Executive Session at 4:57 P.M. to discuss the three items noted.

The Board convened back into public session at 5:23 P.M.

Action: Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the draft Burns Farm Agreement with one amendment, that being an addition of a clause requiring adherence to adopted CTUB policy and a reference to the website.

The Chairman mentioned he had a chance to speak with a consulting firm who performs executive searches which cost roughly around \$30,000 - \$40,000 and a timeline of 90 days at a minimum. The Board provided discussions on the job position and advertising for the position.

Action: Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved scheduling a Special Meeting on Wednesday, February 18th at 4:00 P.M. to discuss the position, filling the position and advertising for the position.

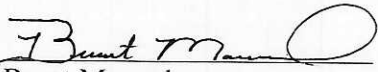
ADJOURNMENT


There being no further business at this time, the Board adjourned the meeting.

Action: Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved to adjourn the meeting at 5:31 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, February 25, 2026 at 4:00 P.M. at 661 S. George Street.


Brent Manuel
Chairman


Ashley Stottlemeyer
Secretary

**Charles Town Utility Board
Regular Board Meeting
February 18, 2026**

The Charles Town Utility Board held a special meeting on February 18, 2026 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Duke Pierson; Treasurer; Heidi Parker, Board Member and Patrick Kratovil, Board Member. Also present were April Shultz, Assistant Utility Manager; Ashley Stottlemeyer, Secretary; County Commission Liaison, Commissioner Mike Mood and Cindy Wilson, Legal Counsel (Zoom).

CALL TO ORDER

The Chairman called the meeting to order at 4:00 P.M.

PUBLIC COMMENT

No public comment was received.

NEW BUSINESS

Utility Manager Posting - Possible Executive Session Under: WV State Code Section 6-9A-4(b)(2)(A) - Matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open meeting.

The Chairman mentioned the purpose of the meeting was to prepare a job posting for the General Manager position and review the corresponding job description. Mrs. Wilson introduced Erin Webb, a partner from Kay Casto & Chaney's Morgantown office who practices Employment Law. Also included on Zoom was Stephanie Grove, Attorney for the City of Charles Town.

Action: Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved convening into Executive Session at 4:06 P.M. for legal advice regarding Utility Manager posting and under WV State Code Section 6-9A-4(b)(2)(A) - Matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open meeting.

The Board convened back into public session at 4:58 P.M.

The Board discussed various outlets to post the Utility Manager position and the budget for advertising.

Action: Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved a budget of up to \$2500.00 for advertising for the General Manager position and evaluate after two weeks and increase the amount if necessary.

Action: Motion made by Mr. Maxey, second by Mrs. Parker, to amend the previous job posting by 1. Make reference to the enabling statute, 2. Increase the

starting salary from \$100,000 to \$110,000, 3. Update the system description from 6000 metered residential and commercial customers to the current accurate total, the total customers served and the annual budget, 4. Under Requirements section, insert the word desired after the first sentence and add Public Engineer or Master's degree preferred and insert the word Preferred after each statement in that same section. Mrs. Parker amended the motion, second by Mr. Pierson, to replace the name under the To Apply section to Chairman. Mr. Maxey accepted the amendment to his original motion. The Board unanimously approved the motion.

Mr. Maxey mentioned that as a follow-up from the last meeting, there was an action item to post an RFP for a Preliminary Engineering Report, but heard from the attorney that CTUB's existing engineer would be able to take on that task without having to have it advertised. He would like to hear from the engineer at the next meeting regarding this to move forward. Mrs. Parker suggested hearing from Summit Point on who they wish to serve the property.


ADJOURNMENT


There being no further business at this time, the Board adjourned the meeting.

Action: Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved to adjourn the meeting at 5:22 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, February 25, 2026 at 4:00 P.M. at 661 S. George Street.


Brent Manuel
Vice Chairman
BM


Ashley Stottlemyer
Secretary

**Charles Town Utility Board
Regular Board Meeting
February 25, 2026**

The Charles Town Utility Board held a regular meeting on February 25, 2026 at 4:00 P.M. Members of the Board present were John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker, Board Member and Patrick Kratovil, Board Member. Also present were April Shultz, Interim Utility Manager; Ashley Stottlemeyer, Secretary; Cindy Wilson, Legal Counsel (Zoom) and Commissioner Mike Mood, County Commission Liaison.

Chairman, Brent Manuel was absent from the meeting.

CALL TO ORDER

The Vice Chairman called the meeting to order at 4:00 P.M.

APPROVAL OF MINUTES

Approval of February 11, 2026 Regular Meeting Minutes

Approval of February 18, 2026 Special Meeting Minutes

The Vice Chairman called for changes or corrections to the February meeting minutes.

Action: Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved the February 11, 2026 regular meeting minutes and the February 18, 2026 special meeting minutes as presented.

PUBLIC COMMENT

Public comment was received from Jacqueline Milliron.

UNFINISHED BUSINESS

Update on WV PSC Case 25-1000-LRR-WS-C - Possible Executive Session under the provision of W. VA Code §6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

This item was moved to the end of the meeting.

Action: No action required by the Board.

Request for Proposals for a Preliminary Engineering Report for Summit Point Motorsports Park

Mrs. Shultz suggested speaking with the attorney regarding the posting of an RFP due to 5G regulations. The Board moved this discussion to the end of the meeting.

Action: No action required by the Board.

NEW BUSINESS

Water & Wastewater Rate Study – Agreement for Professional Services with Willdan Financial Services

Mrs. Shultz provided that after speaking with Willdan, they will begin working with staff in April for data collection. The Board provided discussions.

Action: Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved the Agreement for Professional Services with Willdan Financial Services.

Mrs. Wilson had suggested changes to the terms of the contract and would like to discuss those in Executive Session at the end of the meeting.

Action: Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously tabled to reconsider the Agreement for Professional Services with Willdan Financial Services.

Addendum #1 to April 5, 2023 Terms of Representation Agreement with Kay Casto & Chaney, PLLC

Mrs. Shultz provided Addendum #1 is to update hourly rates.

Action: Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved Addendum #1 with Kay Casto & Chaney, PLLC.

Collection System Project - Resolution No. 25 - CWSRF No. 8, Pay App No. 11

Mrs. Shultz included the pay application for Resolution No. 25 in the amount of \$578,858.31 for work completed.

Action: Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved Resolution No. 25 – CWSRF No. 8, Pay App No. 11.

Collection System Project - Resolution No. 26 - CIF No. 19

Mrs. Shultz included the pay application for Resolution No. 26 in the amount of \$33,442.49 for work completed.

Action: Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved Resolution No. 26 – CIF No. 19.

Collection System Project - Additional RPR Inspection Services Proposal

Mr. Chris Eckenrode from GDF provided a proposal for an additional five months of full-time on-site RPR inspections services for the Collection System Project.

Action: Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved the Collection System Project - Additional RPR Inspection Services Proposal from GDF.

Water Advisory Committee CTUB Nominee

Mrs. Shultz suggested the Board appoint CTUB staff member, Mr. Travis Markley, as the nominee to the Jefferson County Commission (JCC) for a seat on the Water Advisory Committee. The Board requested Mrs. Shultz provide a letter to the JCC to appoint Mr. Markley

Action: Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously agreed to forward Mr. Travis Markley as the nominee to the Water Advisory Committee.

MANAGER REPORTS

Utility Manager Report

Mrs. Shultz provided the December Revenue & Expense Report for December 2025.

Action: No action required by the Board.

Chairman Report

The Vice Chairman requested Mr. Eckenrode begin to update the Capital Improvements Program that was last submitted in June 2025 for June 2026. Mr. Eckenrode also mentioned his crews are currently

surveying at the Charles Town wastewater treatment plant and continuing with the design of that project as well as the Tusawilla project, maintenance building, other smaller sewer projects and the water treatment plant pilot study.

Action: No action required by the Board.

APPROVAL OF BILLS

February 25, 2026

Action: Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved the payment of the bills.

EXECUTIVE SESSION

Update on WV PSC Case 25-1000-LRR-WS-C - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

Request for Proposals for a Preliminary Engineering Report for Summit Point Motorsports Park

Water & Wastewater Rate Study – Agreement for Professional Services with Willdan Financial Services

Action: Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved convening into Executive Session at 4:23 P.M. for legal advice to discuss the three items noted.

The Board convened back into public session at 5:00 P.M.

Action: Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously directed Mrs. Wilson to make the changes discussed to the Agreement for Professional Services with Willdan Financial Services and bring back the Board for approval.

Action: Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved tabling the Preliminary Engineering Report for Summit Point Motorsports Park.


ADJOURNMENT

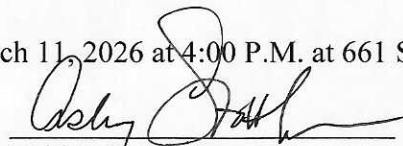
There being no further business at this time, the Board adjourned the meeting.

Action: Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved to adjourn the meeting at 5:04 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, March 11, 2026 at 4:00 P.M. at 661 S. George Street.


John Maxey
Vice Chairman


Ashley Stottlemeyer
Secretary

David C. Tabb
Shenandoah Sales & Service, Inc.
107 Tabb Lane
Harpers Ferry, WV 25425
304-676-5976

Jefferson County Commission
Ambulance Fee
419 Sixteenth Ave
Ranson, WV 25438

RECEIVED

MAR 09 2026

County Commission
of Jefferson County, WV

March 9, 2026

Dear Commissioners;

Once again, I am writing to you about *Account# 55120 and 54442*.

I received a delinquent notice, dated February 20, 2026, of the above listed accounts on or about March 6, 2026. In part, this is an ambulance fee billing for five (5) consecutive years, to include late fees. Continuously since 2015, I timely sent a request under Section 4 to have a hearing and the Jefferson County Commission has failed to do so, to date.

Since 2015, on every initial billing to include the delinquent notice, I have filed correspondences in objection to the ambulance that was not tax deductible nor was used directly to the ambulance services. Therefore, the Jefferson County Commission has been non-compliant of their own ordinances.

With all that has been said and presented, Shenandoah Sales & Service, Inc., to include David C. Tabb, considers this matter harassment and should come to an end.

Sincerely,



David C. Tabb, individual and
President
Shenandoah Sales & Service, Inc.

RECEIVED

DEC 09 2025

Time: 1:40pm
By: Jessie Nelson
JC Emergency Services

David C. Tabb and
Shenandoah Sales & Service, Inc.
107 Tabb Lane
Harpers Ferry, WV 25425
304-676-5976

Jefferson County Emergency Services Building
419 Sixteen Ave
Ranson, WV 25438

Jefferson County Commission
Ambulance Fee
P.O. Box 206
110 N. George St
Charles Town, WV 25414
info@jeffersoncountywv.org

December 9, 2025

RE: Customer# 55120

To Whom it May Concern,

Once again, I am writing to you about Customer Number# 55120.

I received your delinquent invoice/statement, dated November 1, 2025, on or about December 6, 2025, for the above account number, for Fiscal Years 2020 – 2025.

Once again, it appears that the Jefferson County Commission has no business experience. The invoice shows irregular billing practices, with no consistency, within the late fee charges. Is this the product of creative accounting or just an understaffing/employment issue?

It is illegal to attempt to collect a fee that was not lawfully sanctioned. Therefore, I have continuously challenged the Jefferson County Commission on the existence of an ambulance fee that I believe is improper. To date, I have been denied the opportunity to challenge the authority within the procedures of your ordinances.

Under Section 4 of the *Jefferson County Ambulance Fee Ordinance*, if the customer disagrees, the JCC is required to initiate a hearing. I request the JCC to review my yearly response (2017 - 2025) to the JCC Ambulance Fee Authority with my request to challenge your regulations. Since 2017, including 2025, the JCC, along with, the Ambulance Authority has repletely failed to respond.

The Jefferson County Commission had the full opportunity to address the ambulance fees once and for all, by the way, of an order "*Granting Request for Jury Trial and Setting Scheduling Conference*" of July 19, 2018, at 2:30 by Circuit Court Judge Hammer.

It appears, by the way of your counsel on July 9, 2018, declined the opportunity to have a jury trial, where I could show the world how you, the Jefferson County Commission harassed the taxpayer and fail to obey their own rules.

To date, you still have not properly addressed and/or followed the rules set forth in the *Ambulance Fee Ordinance*. Your failure to respond has resulted in the abandonment of the account.

The Jefferson County Commission relinquished the right to pursue any further charges on an already illegal fee that one cannot deduct from annual taxes. The JCC previously chose not to pursue these issues and now the opportunity has passed; due to your own noncompliance of the *Jefferson County Ambulance Fee Ordinance*. You are out of time and this matter is now at an end.

Sincerely,



David C. Tabb,
Personally, and as
President
Shenandoah Sales & Service, Inc.



Comments on Agenda Item 6 - GIS Layer, pending transmission lines - Jefferson County Commission Meeting - 5 March 2026,

From Gary Towne <gteamb1635@gmail.com>

Date Fri 3/6/2026 9:11 PM

To Info <info@jeffcowv.gov>

Cc Keryn Newman <keryn@stoppathwv.com>; Evelyn Claeys <Yrivas3005@gmail.com>; Marie Galperin <kipgal@comcast.net>; Gary Towne <gteamb1635@gmail.com>

You don't often get email from gteamb1635@gmail.com. [Learn why this is important](#)

On viewing the powerpoint so ably presented by representatives of Jefferson County VOLT (Voices Opposing Line Transmission), I was struck by what seemed to me a discrepancy in slide #6. This slide, which I understand came from literature produced by First Energy, showed the three sizes of power line poles at issue. While the two smaller poles were shown in full on the slide, the tallest was cut off at the top of the picture, which made it appear somewhat smaller in comparison.

I have done some research on these poles and constructed my own visual comparison of the three pole sizes to scale. I attach five images to show the evolution of this comparison.

Image #1 is a picture (from earlier protest literature) of the right-of-way's two existing lines to scale. The smaller poles are 65 feet tall. They support a 138 kV line which will be moved to the new proposed towers. The taller poles in this picture are approximately 115 feet tall and carry a 500kV line. They will remain unchanged.

Image #2 is a picture of tall power poles of the type with which First Energy wishes to replace the smaller pole in the first picture. This scan is from a First Energy brochure distributed at informational meetings in August 2025.

Image #3 shows the tall power pole image extracted from the brochure. These new poles will be 185 feet tall and will carry the 138 kV line from those towers, plus a completely new 500 kV line, in addition to the 500 kV line on the middle-sized towers, which will remain. The new poles will be 3x the height of the shorter existing poles and over 50% taller than the taller ones. I believe they will be visible over low intervening ridges and trees from much farther away. Moreover, the total amount of power (and the surrounding electromagnetic fields) transmitted in the right-of-way will rise on the mountain from 638 kV to 1138 kV, all concentrated in one small cross-sectional area.

Image 4 shows a composite of Images 1 & 3 to the same scale.

Image 5 shows this composite using a silhouette of the largest pole.

When images 4 & 5 are compared with the utility-furnished image in powerpoint 6, the discrepancy is obvious. Not only is larger pole on the slide's proportional size less, but the slide image shows only three of the six crosspieces on such a pole, which appear in the attached images 2-5.

The origin of the truncation is unclear. It could just be an accidental alteration of the picture, or it could represent an attempt to reduce the visual impact of the proposed new line. Such a reduction is certainly against VOLT's interest, but it is worth considering in whose interest such a reduction (if deliberate) might be.

I hope this will provide a constructive supplement to VOLT's informational presentation to the Jefferson County Commission.

Very Truly Yours,

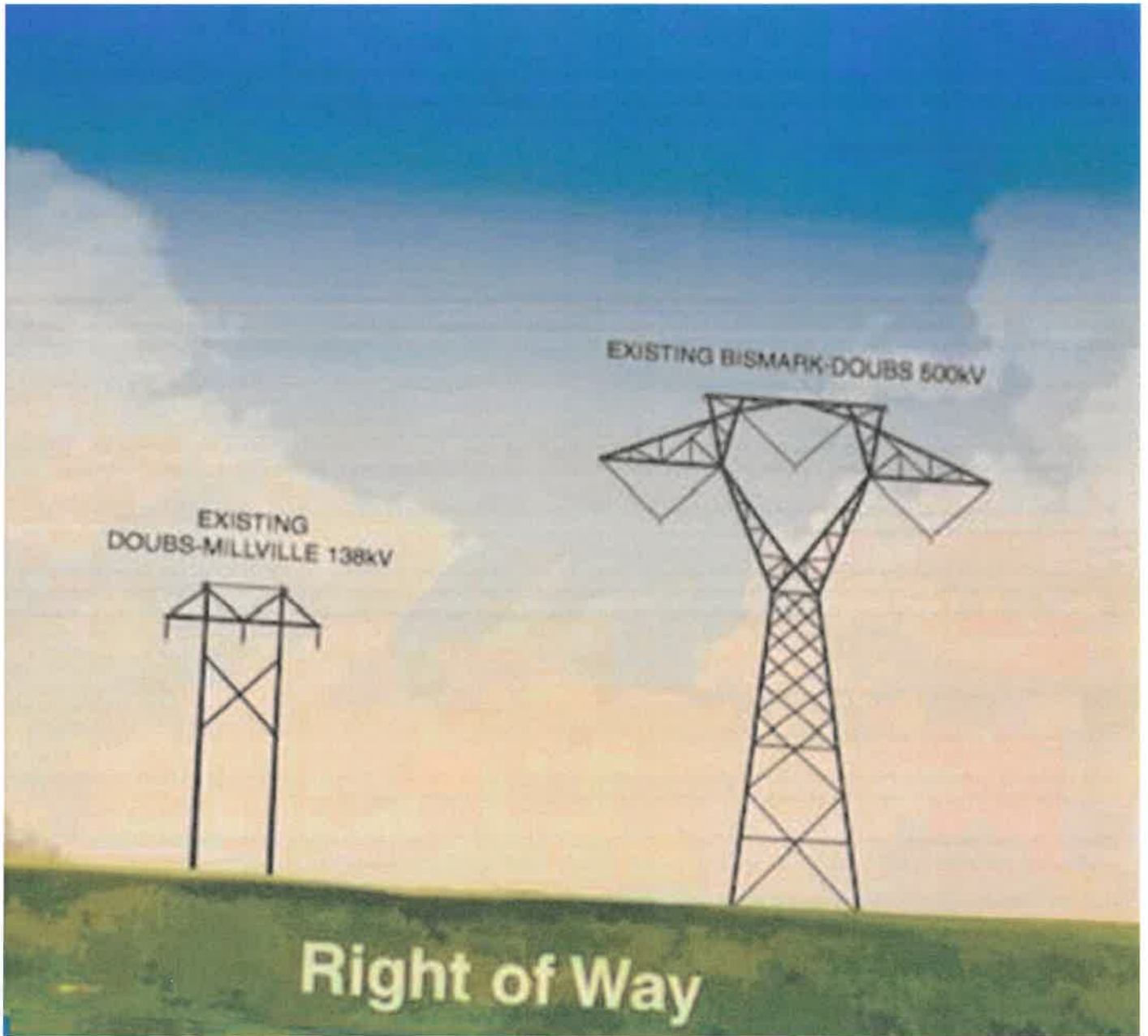
Gary Towne
40 Greenwood Road
Harpers Ferry, WV 25425

gteamb1635@gmail.com

cell 218-230-4224
landline 304-930-1553

Images

#1-Two Smaller Power Poles from Earlier Protest Brochure



#2-Tall Power Pole from First Energy Brochure 8-13-2



VEGETATION MAN

Transmission lines are considered the "superhighway" of the electric grid, moving large amounts of energy across our region from where it is generated to where it is needed.

Safely operating the power grid is a cornerstone of delivering reliable and affordable energy to our customers. An easement gives FirstEnergy the right to build, maintain and safely operate transmission lines, which includes removing trees and managing vegetation. The width of a transmission line right-of-way (ROW) varies according to the voltage of the lines and the easement rights originally negotiated with property owners. An easement agreement with a property owner remains in place even if the property is transferred or sold to a new owner.

ENSURING SERVICE RELIABILITY

Unless properly maintained by FirstEnergy, trees have the potential to come in contact with power lines and other electric facilities and cause power outages, especially during severe weather. We're aware that tree trimming and tree removal can sometimes be a sensitive issue for property owners, but the work must be done to comply with reliability mandates established by the Federal Energy Regulatory Commission (FERC), the North American Electric Reliability Corporation (NERC), and state public utility commissions.

FirstEnergy employees and forestry contractors follow strict safety precautions and are committed to managing vegetation in ways that have a minimal impact on the environment.

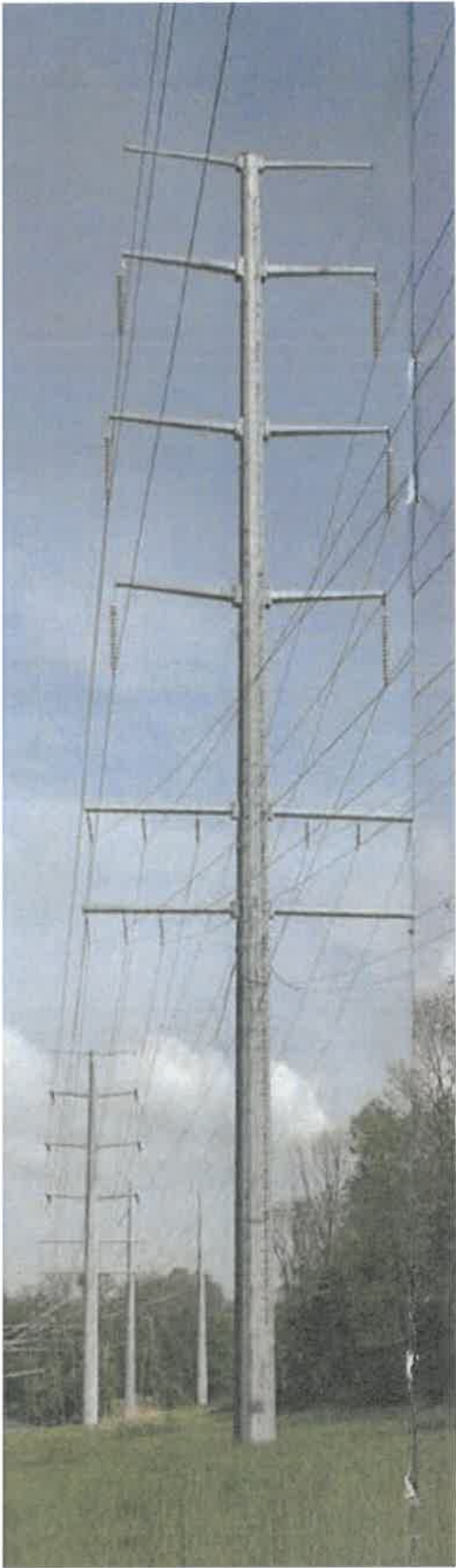
Creating and sustaining compatible, stable and low-growing habitat on the ROW is a key component of a successful vegetation management program. A properly maintained transmission line corridor should include a diverse mixture of grasses, low-growing shrubs and other ground cover preferred by birds, deer and other wildlife to promote a thriving habitat. A well-managed ROW provides food and cover wildlife need to survive, and the electric service reliability our customers require.

FirstEnergy's policy regarding transmission lines includes the removal of all trees, regardless of height, to the edge of the ROW. This may include removing trees where pruning was completed.

We also inspect areas adjacent to the ROW. Trees that are dead, dying, diseased, structurally defective, leaning or significantly encroaching the ROW may be removed if they pose a danger of falling into or near a transmission line. Strict vegetation management practices are followed for new transmission projects as well as scheduled maintenance work.

A properly maintained transmission line corridor should include a diverse mixture of grasses, low-growing shrubs and other ground cover preferred by birds, deer and other wildlife to promote a thriving habitat.

#3-Tall Power Pole Alone

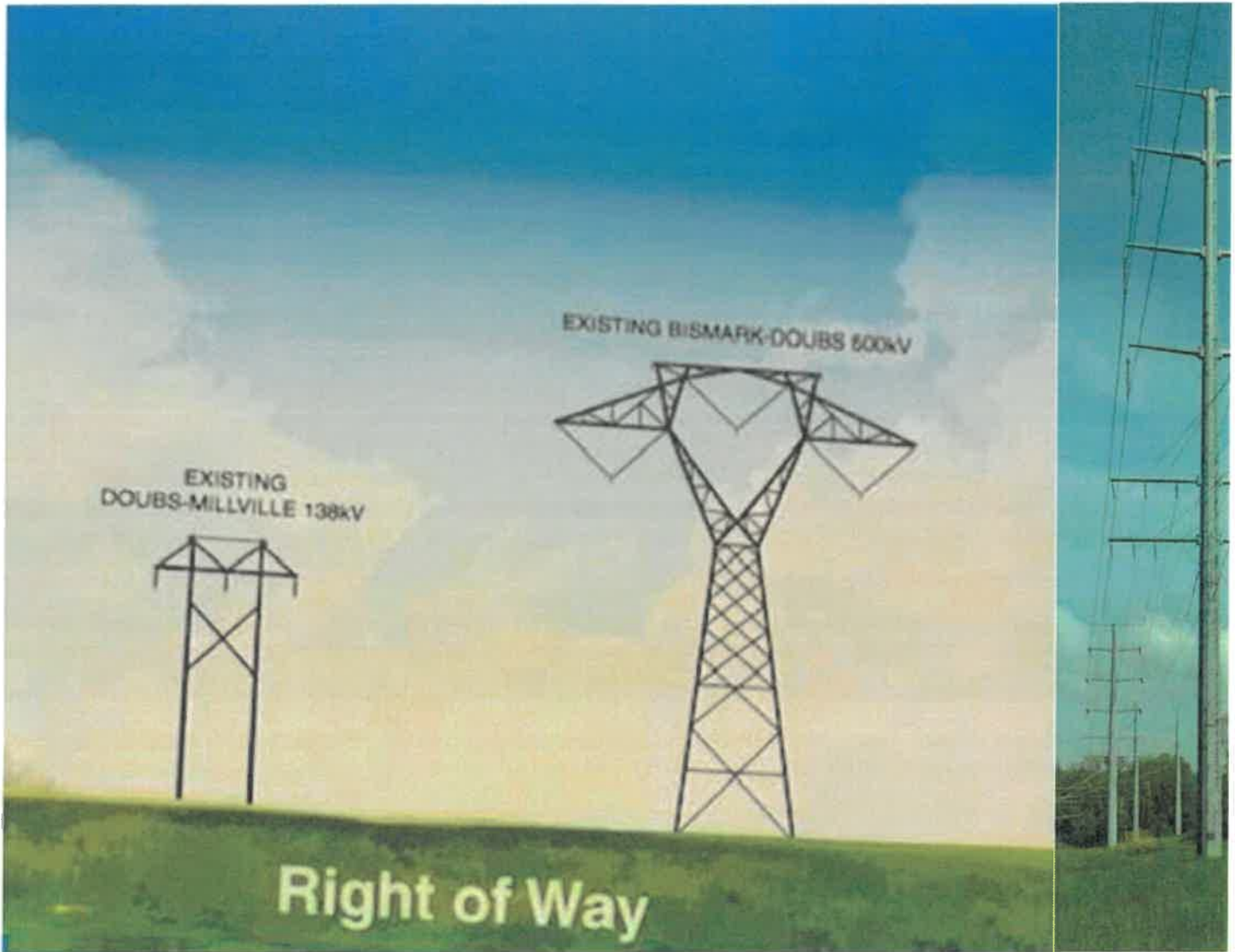


#4-First Poles Composite to Scale-Small Poles and Large One

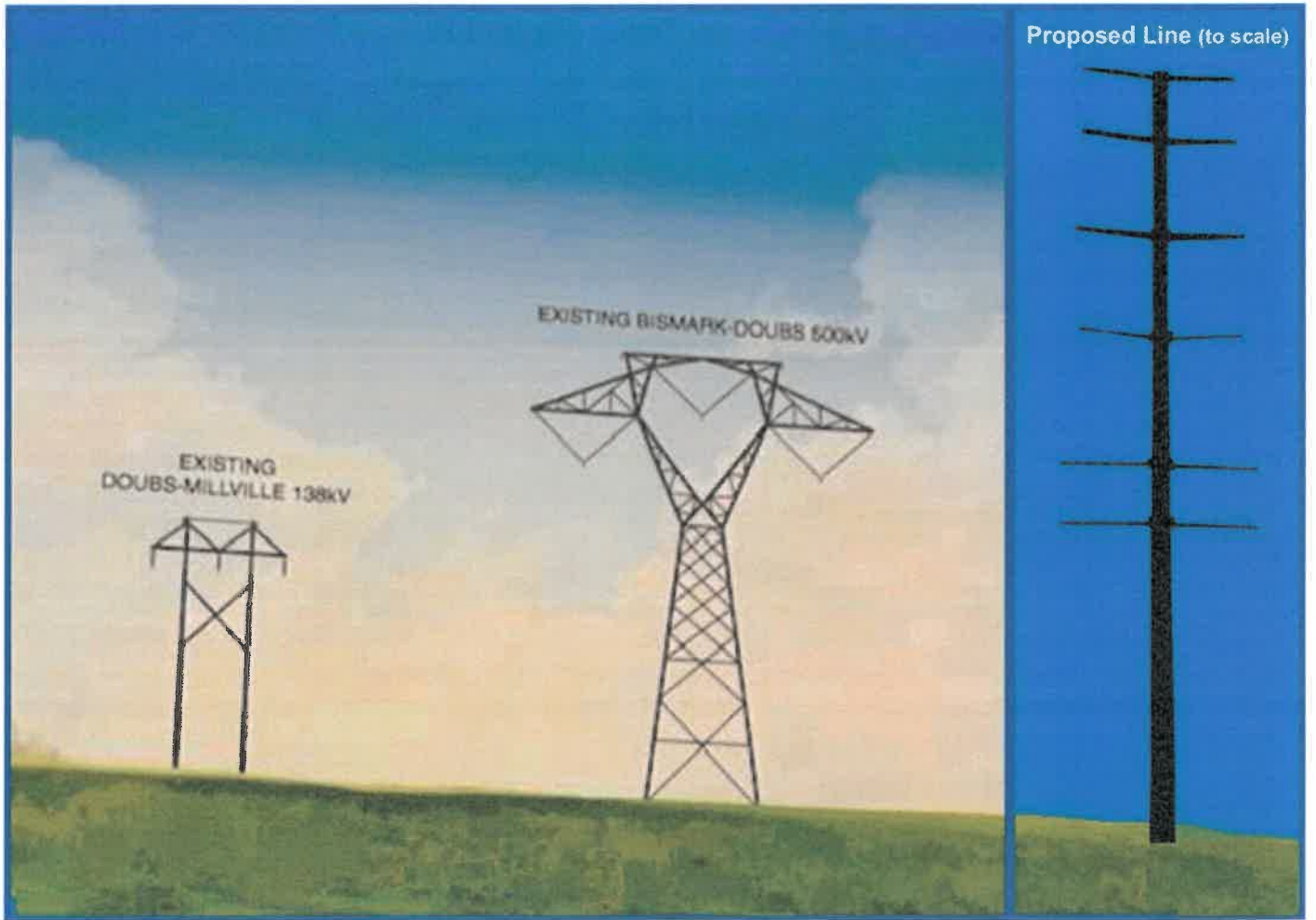
Gore-Doubs-Goose Creek Project Power Poles to Estimated Scale

Existing Poles

Proposed 500Kv



#5-Powerpoles Composite Picture Silhouette



February 24, 2026

Jefferson County Commission

110 N George St

Charles Town, WV 25414

To whom it may concern,

The federal government is in the process of buying warehouses in which to store human beings. As of February 15 ICE has purchased 10 warehouses and they plan to house 42,000 people in these buildings. More purchases are underway.

We do not want West Virginia to be home of one of the federal government's detainee warehouse operations. In addition to the moral outrage most Americans already feel, given the lack of due process afforded the detainees, localities would be adversely affected. Specifically, a locality's water, electricity, roads and sewage facilities would all be facing heavier utilization. In addition, these detention centers will also result in the loss of tax income because the businesses that were in those warehouses will no longer be generating revenue.

Legislators need to be aware of this potential issue and take proactive measures. In response to state and local pressure, 8 purchases have been cancelled (OK,UT,MO,VA) plus Maryland is currently considering a bill (HB630) which would prohibit the operation of immigration detention facilities in structures not originally designed or constructed for housing or detaining people. This bill could serve as a model for legislative action. Please consult with your colleagues and act expeditiously on this issue. We need to stand up for our neighbors and make sure that we aren't supporting ICE's brutal and lawless treatment of immigrants. Thank you for all that you do.

Kind regards



Bill Foster

1731 Steamboat Run Rd

Shepherdstown, WV 25443